

Change Readiness Checklist

This checklist measures whether a team is ready to adopt a change, a new tool, a new workflow, or a new way of working, before you roll it out. It assesses the people, not the change itself: a separate impact assessment maps what will change and who it touches, while this one asks whether those people are set up to actually use it and keep using it. Run it when a launch date is on the calendar and you want to know what will stall the rollout.

Understanding and motivation

- Awareness: the team can explain in their own words what is changing and why now, not just repeat the announcement.
- Desire: people see a personal reason to adopt this beyond being told to, and the loudest skeptic has been heard out.
- The change has a clear answer to "what is in it for me" for the people doing the work, not only for the organization.
- A previous similar rollout has been reviewed, and the reason it succeeded or quietly failed is understood.

Capability to do the new thing

- Knowledge: training, documentation, and a worked example show how to do the new thing, not only that it exists.
- Ability: people have had hands-on practice on a real task, with time and a safe space to be slow at first.
- Capacity: the team has bandwidth, tools, and access to absorb this on top of existing work, and something was dropped to make room.
- Workflow fit: the change is embedded in the tools and steps people already use, so it is not one more separate app.

Ownership and staying power

- Sponsorship: a named leader is visibly using the change and answering for it, not delegating it to a memo.
- Support: there is a clear owner and a question channel during rollout, with a known response time.
- Reinforcement: success is measured, wins are recognized, and the old way is actually retired so there is no fallback.
- Rollback signal: failure is defined in advance, with a plan for what happens if adoption stalls.

Scoring and decision

- Each element is scored 1 to 5 with the team, not invented at a desk.
- The barrier point is identified: the first element scoring 3 or below.
- The weakest element is addressed before launch, because strong elements cannot compensate for it.
- A decision is recorded: go, hold the date, or pilot smaller first, with an owner and a re-check date.