

Preparing for Change

This short survey enables organisations to check the preparedness of individuals for potential change. It will provide feedback on which areas are ready and which need further input so that preparation time can be managed efficiently.

Personal understanding of proposed change

1) Do you understand what the change process is intending to achieve?

Yes, I fully understand

I am not sure

I partially understand

I don't know enough

2) Is it clear who expects to gain from the change?

Yes

No

3) There is good evidence that the planned change has the staff commitment and support.

Yes, fully

Yes, partially

Not sure

Don't know

Other

4) Has the planned change made any difference to the way you work in these areas

	Yes	No
Reviewed costs and current spend	<input type="checkbox"/>	<input type="checkbox"/>
External factors have impacted on my work	<input type="checkbox"/>	<input type="checkbox"/>
Our customers and clients are looking for new ways to use the service	<input type="checkbox"/>	<input type="checkbox"/>
Reassessed the knowledge and skills available	<input type="checkbox"/>	<input type="checkbox"/>
Reviewed current strategy and processes	<input type="checkbox"/>	<input type="checkbox"/>

Transition activities

A number of activities will need to take place in order that the change will be successful. Will you please comment on the following questions and provide examples where it is helpful?

5) The risk that our customers and clients will experience problems during the change is known and managed

Yes

No

Explain

6) The costs of the proposed change are known and resourced.

Yes

No

Explain

7) The changes to our systems and processes have been well planned.

Yes

No

Explain

8) The timescale of change is demanding but achievable.

Yes

No