### Change Readiness Assessment Survey 1/2

Organization \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business process area \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | **Not****Applicable** | **Strongly Disagree** |  | **Neither Agree nor Disagree** |  | **Strongly Agree** |
| **Category** | **Question** |  | **1** | **2** | **3** | **4** | **5** |
| Project Overall | I understand the benefits the <project name> will deliver for my team and business . |  |  |  |  |  |  |
| I am aware of the go live date for the project. |  |  |  |  |  |  |
| I understand and can complete any specific cutover activities assigned to me for the go live. |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Process | I understand the new/changed business processes in my area to support the project objectives. |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| System | I am confident the system, interfaces, and data will be/are ready for go live. |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| People | I am confident I will be able to successfully execute my job-specific activities when we go live. |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Support | I know how to get support if i have questions before go live. |  |  |  |  |  |  |

### Change Readiness Assessment Survey 2/2

Organization \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business process area \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | **Not****Applicable** | **Strongly Disagree** |  | **Neither Agree nor Disagree** |  | **Strongly Agree** |
| **Category** | **Question** |  | **1** | **2** | **3** | **4** | **5** |
| Project Overall | I understand the benefits the <project name> will deliver for <Business Name>. |  |  |  |  |  |  |
| I am aware of the Go Live date for my team. |  |  |  |  |  |  |
| I understand and can complete any specific cutover activities assigned to me for the go live. |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| People | I am confident I will be able to successfully execute my job-specific activities when we go live. |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Support | I know how to get support if I have questions before go live. |  |  |  |  |  |  |