



Change Readiness Assessment Package

A 4-week diagnostic assessment to understand your organisation's readiness for planned change

WHAT YOU GET

The core package includes:

Week 1 - Initial Engagement

- 90-minute kick-off call with leader/sponsor to understand planned change and gain alignment on assessment approach
- Document review of relevant materials
- Project plan with timeline and milestones
- Communication approach for the assessment

Weeks 2-3 - Data Collection

- Change Readiness Survey (10-15 minutes online) distributed to all impacted stakeholders
- Stakeholder interviews x 5 (45-60 minutes each) with representative sample of stakeholders
- Leader/sponsor interview (60 minutes)

Weeks 3-4 - Analysis & Strategy Development

- Analysis of survey and interview data
- Integration of quantitative and qualitative findings
- Workshop with key stakeholders (2 hours) to validate preliminary findings and gather feedback
- Change Readiness Report including:
 - Change readiness assessment results
 - Key findings on readiness barriers and readiness enablers
 - Key findings on change opportunities and change risks
 - Recommended approach to move forward with the change

Week 4 - Findings Presentation

- Executive Debrief (90-120 minutes) covering findings, risk mitigation strategies, stakeholder engagement approach, and implementation recommendations

Post-Assessment Support

- 30-day check-in call after change implementation begins
- Email access to consultant for ad-hoc questions during implementation phase (if more extensive support is needed, we'll discuss separate arrangements)

OPTIONAL ADD-ONS

Additional services available to extend the impact of your assessment:

- **Extended stakeholder workshop** - 2-3 hours to share findings with broader leadership team, co-design implementation approach, build alignment, and identify accountabilities
- **Change management planning and strategy** - change roadmap, change strategy, stakeholder engagement strategy, and schedule of change activities
- **Change leadership support** - including leadership coaching and change champion training
- **Implementation support** - ongoing consultation and support leading up to, during, and following rollout
- **Communication development** - e.g. key messages, FAQs, leader talking points, cascade materials
- **Training and capability building** - including training needs analysis and capability gap interventions
- **Progress monitoring** - e.g. follow-up readiness pulse checks and assessments

INVESTMENT

Core package starts from \$34,900

Final investment depends on number of stakeholders to be surveyed, number and location of stakeholder interviews, complexity of the planned change, and additional services requested.

Contact us for a detailed quote tailored to your specific requirements

READY TO ASSESS YOUR ORGANISATION'S CHANGE READINESS?

Contact us to discuss your planned change and how this assessment can provide the insights you need to move forward with confidence