These readiness survey questions are provided by AGS for you to leverage and use for your own readiness assessment questionnaires and surveys. You can learn more about what goes into change readiness assessment by visiting our website.

In the sections below, we provide you with several change management survey question examples. Feel free to copy and paste these into your surveys. Make sure to edit the yellow highlighted sections with your project information.
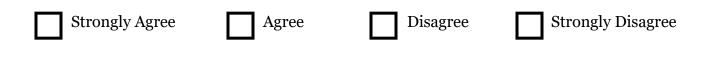
Questions to Assess Awareness of the Change

1. What is your awareness of the upcoming (name of project) project?

☐ None   ☐ Low   ☐ Mid   ☐ High

2. Have you heard of the (name of project) project?

3. How much do you agree with this statement?

"I am aware of the (name of project) project and have a basic idea of what it is about."

☐ Strongly Agree   ☐ Agree   ☐ Disagree   ☐ Strongly Disagree

4. Explain what you know about the (name of project) project.

Questions to Assess Acceptance of the Change

5. How do you feel about the upcoming project?

☐ Very Good   ☐ Good   ☐ Okay   ☐ Not Good

6. Are you happy or unhappy about the changes associated with the upcoming project?

7. How much do you agree with this statement?

"I believe there is a high likelihood that the changes associated with this project will benefit myself, my team, and the company."

☐ Strongly Agree   ☐ Agree   ☐ Disagree   ☐ Strongly Disagree

8. Explain why you think the project will succeed or not succeed.

Questions to Assess Capacity for Change

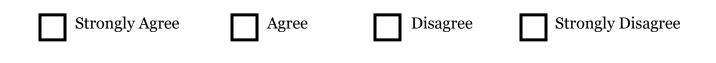9. What is your capacity for meetings and training required for the upcoming project?

☐ None   ☐ Low   ☐ Mid   ☐ High

10. Are you worried about having enough time to learn what's necessary by the time the project goes live?

11. How much do you agree with this statement?

"I can easily incorporate the required educational and awareness activities for the project into my schedule."

☐ Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree

12. Share any concerns you have about having enough time to learn the new process needed for (name of project) project by (project go-live date).

Questions to Assess Knowledge of What is Changing

13. What level of knowledge do you have about what the upcoming project means for your workflow and daily activities?

☐ None ☐ Low ☐ Mid ☐ High

14. Do you know what it is that you need to do differently when this project goes live?

15. How much do you agree with this statement?

"I am aware of what I need to change in my workflow when the project is launched, and when that happens."

☐ Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree

16. Explain what you need to change in your workflow when the project is launched?

Questions to Assess the Level of Training Needed

17. What level of training do you feel you still need to be prepared to adopt the required changes?

☐ None   ☐ Low   ☐ Mid   ☐ High

18. Do you feel you have adequate training to successfully transition when the project is launched?

19. How much do you agree with this statement?

"I feel I am well-trained in the new process/tool to successfully make the transition when the project is launched."
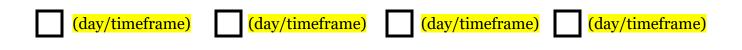
☐ Strongly Agree   ☐ Agree   ☐ Disagree   ☐ Strongly Disagree

20. Share your thoughts on how training has gone for this project (both positives and areas with room for improvement).

Questions to Help Plan Readiness Engagement Activities

21. Choose which times are best for you for workshops and training to learn about the upcoming changes.

☐ (day/timeframe)   ☐ (day/timeframe)   ☐ (day/timeframe)   ☐ (day/timeframe)

22. List the worst times that are hardest for you to accommodate meetings.

23. List the best times for you to have scheduled meetings and workshops about the upcoming project.

24. Indicate your level of experience with change management in general.

☐ None   ☐ Low   ☐ Mid   ☐ High

Questions to Assess Overall Project Go-Live Readiness

25. What is your level of readiness for the upcoming project's rollout date?

☐ None   ☐ Low   ☐ Mid   ☐ High

26. Do you feel you are ready to transition successfully on (date of go-live) when the project launches?

27. How much do you agree with this statement?

"I feel I have adequate training and support to successfully transition to the new workflow when the project launches."

☐ Strongly Agree   ☐ Agree   ☐ Disagree   ☐ Strongly Disagree

28. Explain how you see your workflow changing on (date of go-live) when the project launches.

Questions about assessing readiness for change? Contact AGS here.