

SAMPLE REPORT

Change Readiness Assessment

Prepared for: [Client Name]
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Executive Summary

This Change Readiness Assessment evaluates an organization's preparedness for strategic transformation across seven research-grounded dimensions. The assessment draws from established change management frameworks including Kotter's 8-Step Model, Prosci's ADKAR methodology, and McKinsey's 7-S Framework to provide a comprehensive diagnostic of organizational readiness.

Overall Readiness Score

3.6 / 5.0

Interpretation: **Moderate Readiness - Targeted Strengthening Recommended**

Key Findings

Strengths: The organization demonstrates strong leadership alignment (4.2/5.0) and a clear strategic vision (4.0/5.0). Senior leaders appear unified in their understanding of why transformation is necessary and can articulate the business case with consistency.

Development Areas: Stakeholder engagement (2.8/5.0) and communication infrastructure (3.0/5.0) represent the most significant gaps. Mid-level management involvement in change planning is limited, and existing communication channels are not structured for the cadence required by a transformation of this scope.

Risk Factor: The gap between leadership alignment and stakeholder engagement suggests a potential 'leadership bubble' - senior leaders may overestimate organizational readiness because their own conviction is high. This is a common pattern that requires proactive mitigation.

Dimension Scores

Leadership Alignment



Leaders demonstrate unified understanding of transformation rationale and can consistently articulate the change imperative to their teams.

Strategic Vision Clarity



The future-state vision is well-defined and connected to measurable business outcomes. Minor gaps exist in translating vision to operational milestones.

Cultural Receptivity



Organizational culture shows moderate openness to change. Historical change fatigue from recent restructuring may dampen initial enthusiasm.

Resource Readiness



Adequate financial resources are allocated, but human capital bandwidth is constrained. Key contributors are currently overextended on operational priorities.

Process Adaptability



Existing processes are well-documented but rigid. Transition planning should account for a longer adaptation curve in compliance-heavy functions.

Communication Infrastructure



Current communication channels are designed for business-as-usual cadence. Transformation-specific communication architecture needs to be established.

Stakeholder Engagement



Mid-level management and frontline supervisors show limited involvement in change planning. This represents the most significant readiness gap.

Development Recommendations

Priority 1: Stakeholder Engagement Architecture

Design and implement a structured stakeholder engagement model that extends change ownership beyond the senior leadership team. This should include a change champion network drawn from mid-level management, bi-weekly sensing sessions to surface resistance patterns, and a formal feedback loop that connects frontline concerns to executive decision-making.

Suggested Framework: Prosci's PCT Model (Project, Change, People) adapted for your organizational structure.

Priority 2: Communication Infrastructure

Establish a dedicated transformation communication cadence that operates in parallel to business-as-usual channels. This includes a weekly leadership update, monthly all-hands progress reviews with transparent scorecarding, and role-specific impact briefings that help individuals understand how the change affects their specific function.

Priority 3: Resource Rebalancing

Conduct a capacity audit of key contributors to identify bandwidth constraints before transformation demands peak. Consider temporary backfill for operational roles held by individuals critical to the change effort. The current state of resource overextension will become a bottleneck within 60-90 days if left unaddressed.

Priority 4: Cultural Receptivity Reinforcement

Acknowledge and directly address change fatigue from recent restructuring. Frame the current transformation as strategically distinct from previous changes. Identify and publicly celebrate early wins within the first 30 days to build momentum and demonstrate that this initiative has executive follow-through.

Methodology Note

This assessment uses a proprietary scoring model calibrated against organizational change outcomes research. Dimension scores are derived from a weighted combination of self-report, behavioral indicators, and structural analysis. Scores range from 1.0 (Low Readiness) to 5.0 (High Readiness). An overall score of 3.5 or above indicates sufficient readiness to proceed with transformation planning; scores below 3.5 suggest targeted interventions should precede full-scale implementation.

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