

READINESS ASSESSMENT CHECKLIST

DEFINED NEED	
1. Have you clearly defined the need that is driving your organization to consider implementing a Readmission Reduction/Care Transitions Immersion Project?	<input type="checkbox"/> YES <input type="checkbox"/> NO
2. Is building a strong evidence-based Readmission Reduction/Care Transitions project an appropriate strategy to address your organization's need?	<input type="checkbox"/> YES <input type="checkbox"/> NO
READINESS FOR CHANGE	
3. Is now the right time for implementing a Readmission Reduction/Care Transitions project (e.g., it will not compete with other major changes currently being made within your organization)? If your organization is experiencing several changes, it may not be an ideal time to begin a Readmission Reduction/Care Transitions initiative. Attempting to manage multiple change efforts at one time may degrade your organization's ability and employees' willingness to implement and sustain the quality improvement efforts. The project may be viewed as a distraction rather than a solution.	<input type="checkbox"/> YES <input type="checkbox"/> NO
4. Will your organization's leaders support Readmission Reduction/Care Transitions change and effort required to implement and sustain the quality improvement initiative? It is essential that the leaders within your organization actively support and champion Readmission Reduction/Care Transitions project needs and deliverables.	<input type="checkbox"/> YES <input type="checkbox"/> NO
TIME, RESOURCES, PERSONNEL	
5. Will your organization provide sufficient staff with the necessary time and resources to support active project participation?	<input type="checkbox"/> YES <input type="checkbox"/> NO
6. Will your organization allow time to prepare and continue work on project deliverables?	<input type="checkbox"/> YES <input type="checkbox"/> NO
SUSTAINMENT OF THE CHANGE	
7. Will your organization be willing to measure and assess progress and continuously improve processes?	<input type="checkbox"/> YES <input type="checkbox"/> NO
8. Will your organization be able to reinforce and reward positive teamwork behaviors and improvements in processes? To become accepted practice, positive teamwork behaviors and improvements in processes and outcomes need to be reinforced and rewarded. Leaders, champions, instructors and coaches should be willing to provide ongoing feedback to others within the organization. Successes need to be formally recognized and showcased throughout the organization.	<input type="checkbox"/> YES <input type="checkbox"/> NO

READINESS ASSESSMENT SCORE

Number of Yes responses you have selected is 6-8 out of 8:

This is likely a good time within your organization to participate in the Readmission Reduction/Care Transitions Immersion Project. As you begin the implementation process, continue to monitor whether the answers to these questions change and keep a close eye on any items to which you answered “no.”

Number of Yes responses you have selected is 4-5 out of 8:

Your organization may not be ready on one-third to one-half of the factors. This reduces the likelihood of project success. Evaluate if this is an appropriate time to participate in the Readmission Reduction/Care Transitions Immersion Project. Review the [“Tips and Suggestions for Enhancing Organizational Readiness.”](#)

Number of Yes responses you have selected is 1-3 out of 8:

Based on your responses, significant work is likely needed to raise the readiness level of your organization. Participation in the Readmission Reduction/Care Transitions Immersion Project could create significant risk that it will not succeed or produce the desired results. Strongly consider before agreeing to participate in the Readmission Reduction/Care Transitions Immersion Project. Also, review the [“Tips and Suggestions for Enhancing Organizational Readiness”](#) for ways to enhance your organization's readiness.

READINESS ASSESSMENT RESOURCES

WHAT IS A READINESS ASSESSMENT?

A project readiness assessment is a pre-project review to evaluate the organization's overall readiness to begin a project, identify areas needing more attention, and make recommendations that significantly increase the likelihood of project success. Items to assess include the following.

- organizational goals and objectives for the project
- expectations and concerns from the affected functional areas
- leadership support of the project
- organization's ability to adapt to change (Law of Diffusion of Innovation)
- strategies for minimizing potential project failure modes
- project governance and decision-making structures
- other critical success factors, such as ability to measure the change, IT needs, etc.

VALUE OF A READINESS ASSESSMENT

A project readiness assessment sets up your project for success by identifying key areas of potential failure:

- identifies gaps in readiness
- solidifies project goals and expectations
- identifies and engages stakeholders early
- prepares leaders for managing the complexity and challenges of the project

RESOURCES

- [Project Readiness Assessment: How Ready is Your Team for Their Next Project? White Paper – August 2013](#)
- [Continuous Quality Improvement Readiness Assessment Process and Tool](#)
- [Tips and Suggestions for Enhancing Organizational Readiness](#)

SAMPLE CHANGE READINESS QUESTIONNAIRES

- [Change Readiness Assessment](#)
- [Change Readiness Questionnaire](#)
- [Organizational Change Readiness Assessment](#)
- [Change Readiness Survey](#)
- [Assessment Tools](#)
- [Organization Change Readiness Questionnaire](#)