

READINESS REPORT CARD

1 = Haven't started, 15 = Ready!

Organizational Change Proficiency: Demonstrated proficiency in successful organizational change management, showcasing prompt responsiveness to change requirements, thorough execution of processes, and accomplishment of targeted objectives.

RATING (1-15) IMPROVEMENT OPPORTUNITY

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Purposeful Organizational Structure: The organizational framework is thoughtfully crafted to support the company's strategic direction and essential priorities. This structure enhances effective decision-making and sets necessary accountability across shared duties.

RATING (1-15) IMPROVEMENT OPPORTUNITY

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Robust Performance Management Systems:
Strong systems have been established to enable the setting of objectives, continuous monitoring of performance, and thorough assessment of both individual and team achievements, covering outcome-based and skill-focused success criteria.

RATING (1-15) IMPROVEMENT OPPORTUNITY

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Streamlined Process Orientation: Operational structures are clearly outlined, with procedures that team members regularly follow.

RATING (1-15) IMPROVEMENT OPPORTUNITY

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Performance Measurements: The organization features precisely outlined and synchronized metrics for assessing the performance of individuals, teams, projects, and the whole organization, guaranteeing a unified method of evaluating results.

RATING (1-15) IMPROVEMENT OPPORTUNITY

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Effective Leadership: Leadership is recognized for its effectiveness in directing the company's course and successfully leading individuals and teams to achieve critical goals and strategic ambitions. The challenges at various organizational levels (such as individual contributors, supervisors, managers, and executives) are comprehensively acknowledged.

RATING (1-15) IMPROVEMENT OPPORTUNITY

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Seamless Communication Framework: Essential vertical and horizontal communication pathways are established to ensure seamless information exchange, enhance the spread of knowledge, and support well-informed decision-making throughout the organization.

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Seamlessly Managed Transitions: The organization is completely cross-trained with well-structured systems that skillfully manage pivotal transitions, encompassing elements such as information dissemination, development support, and the establishment of comprehensive support networks.

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Culture: Employees demonstrate a significant connection to their roles within the organization, aligning closely with its mission, values, and main strategic efforts, fostering a motivated and positive workplace environment.

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READINESS REPORT CARD SCORING	SCORE				
Day-to-day, weekly, monthly and yearly responsibilities should be listed in writing for each party.	1	2	3	4	5
Work processes clearly defined in an Operations Manual to support each action within the swim lane.	1	2	3	4	5
Is the specialized knowledge for each role clearly defined?	1	2	3	4	5
Is the talent in place for those specialized roles?	1	2	3	4	5
Identify what roles are lacking.	1	2	3	4	5
Can some tasks be delegated to virtual assistants?	1	2	3	4	5
Is a schedule in place to consistently assess evolving roles and knowledge gaps?	1	2	3	4	5

Scoring: Adapt your scores and place them in the box at the right:

If your score is 28-35: Well done. Opportunities for improvement are still there.
If your score is 27-21: You are on the right track. There is more work to be done.
If your score is 20-0: This is now your new priority. Take action today.