

The Change Adoption Checklist

10 Questions to See if Your Change Will Stick



TECH BIZ TOOLKIT

Quick Self-Assessment

Answer these questions honestly to assess your change initiative's readiness. For each 'Yes', give yourself 1 point. For each 'No', give yourself 0 points.

1. Have you clearly defined **why** the change is happening? ☐ Yes ☐ No
2. Do leaders consistently **demonstrate and support** the change? ☐ Yes ☐ No
3. Is there a **two-way communication plan** (not just email updates)? ☐ Yes ☐ No
4. Have you identified and engaged your **change champions**? ☐ Yes ☐ No
5. Do employees know **exactly what's expected** post-change? ☐ Yes ☐ No
6. Is training/support **available when and where** people need it? ☐ Yes ☐ No
7. Are **success metrics** clear and being tracked? ☐ Yes ☐ No
8. Have **early wins** been celebrated and shared? ☐ Yes ☐ No
9. Is there a **feedback loop** (and action taken on feedback)? ☐ Yes ☐ No
10. Do you have a plan for **sustaining the change** beyond launch? ☐ Yes ☐ No

Interpreting Your Score

- **8–10 Yes answers:** Strong adoption foundations – keep going!
- **5–7 Yes answers:** Some risks – take action to address gaps.
- **0–4 Yes answers:** High risk – your change may not stick without urgent fixes.

Action Tips for Low Scores

Action Tips if You Scored Low

- **Low communication?** → Use a mix of channels: videos, live Q&A, quick tips.
- **Leaders not visible?** → Schedule leadership “walkabouts” or video messages.

- **No change champions?** → Recruit advocates from across teams now.
- **Training gaps?** → Create bite-sized, on-demand learning resources.
- **No success tracking?** → Set KPIs and review monthly.

Based on your score and the recommended actions, create a detailed plan to address any identified gaps. Regularly review and update this plan as the change progresses. Good luck!

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