



Change Readiness Check

Is your organization ready for the change that comes with the technology?

Strategic Stack for Good

Where nonprofit mission meets modern infrastructure.

Buying technology and adopting technology are two different things. This assessment looks beyond features and implementation tasks to the conditions that make sustainable change more likely.

Score each statement: 1 = Not true today | 2 = Significant work needed | 3 = Partially true | 4 = Mostly true | 5 = Strongly true

Leadership

Statement	Score
Leaders agree on why the change is necessary.	1 2 3 4 5
An accountable executive sponsor has been identified.	1 2 3 4 5
Leaders understand implementation requires staff time, not just budget.	1 2 3 4 5

Section total: _____ / 15

Ownership

Statement	Score
Someone has clear responsibility for the project.	1 2 3 4 5
Decision-making authority is defined.	1 2 3 4 5
We know who will own the system after implementation.	1 2 3 4 5

Section total: _____ / 15



Capacity

Statement	Score
Key staff have realistic time available to participate.	1 2 3 4 5
Other priorities can be adjusted when implementation work increases.	1 2 3 4 5
We have identified where outside expertise may be needed.	1 2 3 4 5

Section total: _____ / 15

Process

Statement	Score
Important current processes have been documented.	1 2 3 4 5
We know which processes should change rather than be recreated in new software.	1 2 3 4 5
Major pain points are understood by the people making the technology decision.	1 2 3 4 5

Section total: _____ / 15

People

Statement	Score
The people most affected have opportunities to provide input.	1 2 3 4 5
We understand which teams or roles will experience the greatest disruption.	1 2 3 4 5
Likely resistance or adoption barriers have been discussed openly.	1 2 3 4 5

Section total: _____ / 15

Data

Statement	Score
We understand the condition of data that will move to the new system.	1 2 3 4 5
Someone is accountable for data cleanup and validation.	1 2 3 4 5
We have agreed on what information actually needs to be migrated.	1 2 3 4 5

Section total: _____ / 15

Communication

Statement	Score
We can clearly explain why the organization is making this change.	1 2 3 4 5
Staff know how and when project updates will be communicated.	1 2 3 4 5
We have a plan for communicating changes that affect day-to-day work.	1 2 3 4 5

Section total: _____ / 15

Training and Adoption

Statement	Score
Training will be designed around roles and processes, not only software features.	1 2 3 4 5
Staff will have support after launch.	1 2 3 4 5
We have defined how we will determine whether the new system is being adopted.	1 2 3 4 5

Section total: _____ / 15

Readiness Score

Total: _____ / 120

96-120 | Strong foundation

Basic conditions are in place. Continue monitoring capacity and adoption risks.

72-95 | Prepare deliberately

There is a workable foundation, but several areas need attention.

48-71 | Significant readiness gaps

Pause and address the weakest areas. Implementation may amplify unresolved issues.

Below 48 | Do not rush implementation

Clarify ownership, capacity, processes, and expectations before committing to major change.

The score is a discussion tool, not a prediction of implementation success.

Find the risk behind the score

Our three lowest-scoring areas

1. Area and score:

2. Area and score:

3. Area and score:

For each one, ask

What is causing the gap?

What happens if we do not address it?

Who should own the response?

What needs to happen before implementation?



About Strategic Stack for Good

Where nonprofit mission meets modern infrastructure. Strategic Stack for Good shares practical guidance and tools for nonprofit leaders navigating technology, operations, organizational change, and the decisions connecting them.

These resources are designed to help organizations ask better questions, create clarity, and make more thoughtful decisions.

When the questions get complicated

Some technology challenges can be solved with a good worksheet. Others benefit from another perspective. Stack for Good Advisory offers independent conversations for organizations working through technology strategy, system evaluation, integration questions, change readiness, and organizational priorities.

Learn more: stackforgood.blog

These resources provide general educational and planning guidance. They are not legal, financial, cybersecurity, privacy, or regulatory advice. Organizations should consult appropriately qualified professionals when decisions require specialized expertise.

