

READINESS RUBRIC -- Section B: Participants' Readiness

Change Strategy Under Consideration:

Readiness = Experience + Skills + Willingness + Shared Values

Be candid when completing this tool and try to think of concrete examples when answering the questions. Be careful when noting your ratings; the scale is not the same for all questions.

B. Experience: To what degree do participants have previous experience with change in general and with this type of change in particular?

Answer the questions below by entering your score in the cells to the right.

	RATING/SCORE					Input Your Score:
	All have		Some have		Few have	
1. Have participants successfully undergone change in any organization before?	5	4	3	2	1	
2. Have participants successfully undergone change in this organization before?	5	4	3	2	1	
3. Have participants experienced change in this organization unsuccessfully?	Few have		Some have		All have	
	5	4	3	2	1	
4. Do participants have previous successful experience in the content area of the change strategy?	All have		Some have		Few have	
	5	4	3	2	1	
5. If participants' experience has been negative, are they willing to take a leap of faith now?	Definitely		Perhaps		Few will	
	5	4	3	2	1	
Experience Subtotal (out of 25 possible points)						0
<i>High Readiness = 22-25 points Medium readiness = 15-21 points Low readiness = 14 points and below</i>						

B. Required Skills: To what degree do participants have the required skills and knowledge for this change strategy?

Answer the questions below by entering your score in the cells to the right.

	RATING/SCORE					Input Your Score:
	Consistently		Sometime		Infrequentl	
6. Have participants demonstrated expertise in the content required by this change strategy?	5	4	3	2	1	
7. Do participants have formal training in the technical content required by this change strategy?	A great deal		Some		Little	
	5	4	3	2	1	
8. Are training, research, and/or other resources available in the content required by this change strategy and will participants use them?	A great deal		Some		Little	
	5	4	3	2	1	
9. Are participants aware of what they do not know and are they candid about it?	Completely		Somewhat		No	
	5	4	3	2	1	
10. Are participants willing to learn together when the skills/knowledge are just emerging?	Eagerly		Somewhat		Seldom	
	5	4	3	2	1	
Required Skills Subtotal (out of 25 possible points)						0
<i>High Readiness = 22-25 points Medium readiness = 15-21 points Low readiness = 14 points and below</i>						

B. "Whatever It Takes": To what degree are participants willing to do whatever it takes?

Answer the questions below by entering your score in the cells to the right.

	RATING/SCORE					Input Your Score:
	Definitely		Mostly		Not really	
11. Are participants passionate about solving this problem and enthusiastic about making it happen?	5	4	3	2	1	
12. Are there many volunteers for various work assignments?	Always		Sometime		Seldom	
	5	4	3	2	1	
13. Do participants feel blamed for the problem's existence and complain they are being asked to change?	Not at all		Perhaps		Yes	
	5	4	3	2	1	

14. Are participants not implementing well even though they have the skills and knowledge to do so?	No (implementation on course) 5	4	Sometimes an issue 3	2	Frequently 1	
15. Do most people come in early and/or stay until the job is done even if it is past the end of their official day?	Always 5	4	Sometimes but not the norm 3	2	Seldom (or only 1-2 reliable people) 1	
"Whatever it Takes" Subtotal (out of 25 possible points)						0
<i>High Readiness = 22-25 points Medium readiness = 15-21 points Low readiness = 14 points and below</i>						

B. Values: To what degree do participants have shared understandings (culture)?
Answer the questions below by entering your score in the cells to the right .

	RATING/SCORE					Input Your Score:
16. Do participants have the same definitions/language for the problem to be solved and the methods by which this will be undertaken? Has this assumption been tested?	Always 5	4	Sometimes 3	2	No or untested 1	
17. Are participants comfortable with taking risks and learning from mistakes?	Always 5	4	Somewhat 3	2	Seldom 1	
18. Do participants value listening to each other, hearing what each is saying, and testing those assumptions?	Always 5	4	Somewhat 3	2	Seldom 1	
19. Are participants comfortable with ambiguity?	Always 5	4	Somewhat 3	2	Seldom 1	
20. Do participants value flexibility?	Always 5	4	Somewhat 3	2	Seldom 1	
Values Subtotal (out of 25 possible points)						0
<i>High Readiness = 22-25 points Medium readiness = 15-21 points Low readiness = 14 points and below</i>						

SECTION B SUMMARY: Participants' Total Readiness Score (out of 100)

Subscore for Experience (out of 25) :	0
Subscore for Skills (out of 25) :	0
Subscore for Do What It Takes (out of 25) :	0
Subscore for Values (out of 25) :	0
TOTAL READINESS SCORE (out of 100) :	0
PARTICIPANTS' READINESS LEVEL (circle one): HIGH MEDIUM LOW	
<i>High = 88-100; Medium = 87-60; Low = below 60</i>	

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