

CHANGE MANAGEMENT HEALTH CHECK QUESTIONNAIRE

Please complete this questionnaire on the Change Programme that you are involved with.

Where you are involved in separate programmes, you will need to complete a separate questionnaire for each change project.

There are a number of statements in the questionnaire below.

Please complete the questionnaire by reading each statement. Then think about how true you think that statement is for the Change Programme that you are completing this questionnaire on, by ONLY choosing one of the four answers below.

The four possible choice of answers are:

- 1 Fully present
- 2 Mostly present
- 3 Partially there
- 4 Is not present

PLEASE ENSURE THAT YOU ANSWER EACH STATEMENT FROM YOUR OWN PERCEPTION AND POINT OF VIEW.

When you have chosen one of these answers, please indicate your answer by putting a cross under the appropriate column alongside each statement.

If you do not know to what extent a statement is true for a change project, please indicate this by putting a cross under the 'don't know' column alongside the statement.

If you wish to add comments to explain your choice of answers, please add these to the page at the back of the questionnaire.

PLEASE RETURN THE COMPLETED QUESTIONNAIRE TO:

JSS Management Consultants Ltd.
33 Rookery Close
Bodicote
Banbury
Oxfordshire
OX15 4BA

BEFORE COMPLETING THE QUESTIONNAIRE, PLEASE PROVIDE THE FOLLOWING INFORMATION

Name.....Job Title.....

Company.....Address.....

.....

.....Tel. No.

Statement	1. Fully present	2. Mostly present	3. Partially there	4. Is not present	Don't know
Change plans and change objectives are in place to clearly define the desired future state for the organisation and departments, and key change priorities					
Internal communications are in place to enable communication regarding the change priorities and objectives, and to encourage feedback from those impacted by the change					
Management information is available to collect, process and analyse information to record progress, achievements and how resources are being used during the change					
There is regular reporting of information, measures, indicators and milestones against objectives to indicate achievements, and to highlight where action is needed to control and monitor the change					
Change objectives are set for teams and individuals					
A clear well defined change strategy is in place, which is well regarded, is considered effective and is well understood					

Statement	1. Fully present	2. Mostly present	3. Partially there	4. Is not present	Don't know
Systems are in place to monitor performance against change plans and objectives, and to take corrective action where required					
The reasons for introducing the change are set down and clearly understood, with a common view shared by managers and people impacted by the change					
There is clear and unequivocal commitment to the change from the senior management team, and senior managers are committed to making the change a success					
There is a shared sense of direction and purpose about the change					
Aspirations for the change and change objectives are understood by individuals, and managers are aware of practical problems and resource requirements					
Change Sponsors and Change Agents believe they have an important part to play in making the change a success					
There is an acceptance and understanding by managers and individuals of the way that the change will be defined and judged as successful in the future					
There is an awareness of the work and time involved to implement the change successfully, and a commitment to working through any setbacks					
There is a general awareness of the support that HR and other specialists can give to line managers and staff in helping develop and introduce the change					

Statement	1. Fully present	2. Mostly present	3. Partially there	4. Is not present	Don't know
Managers are skilled in planning and objective setting, and are able to develop practical plans and set achievable objectives for the change					
Managers have the required communication and negotiation skills to be able to communicate clearly about the change, listen to responses and act on them					
Managers are able to review progress with individuals their achievements against the change objectives; take account of constraints; identify training and development needs and maintain motivation					
A range of training and development opportunities are available to support managers and staff in the change transition state and future changed state, which where possible, take into account individual learning styles					
Training and development opportunities are evaluated on a regular and ongoing basis in order to determine whether they help to achieve the needs arising from the change					
Adaptability to the change is recognised and successes are communicated across the organisation					
Where a change milestone has not met the required standard, action is taken at an early stage in order to bring the change back on track					

ADDITIONAL COMMENTS

Question to which comment relates	Comment