Foundations Consulting
"Supporting Your Growth"

Business Go-live Readiness Assessment

<project name> Project

Please download and save a copy of this survey to your personal home drive/file storage area. Email the completed survey to <*username@foundationsconsulting.com.au*>. Please contact the project team if you have any questions.

Department:	
Business Unit:	
Staff Level:	
Your Name (optional):	
Date:	16/12/2009

Your candid responses to the following items will be provide valuable feedback to the project team and Project Steering Committee, in determining the overall readiness of the business to 'go-live' with the changes being introduced by this project.

For each item, please select the appropriate check box:

Go-live Readiness Question	Not At All 1.	Only Slightly 2.	Neutral/No Opinion 3.	For The Most Part 4.	Very Much So 5.
1. I have a clear understanding of what changes the project will introduce to the workplace and how it will affect me.	☐	☐	☐	☐	☐
2. I have a clear understanding of the intended benefits this project is seeking to deliver.	☐	☐	☐	☐	☐
3. During the project I have had the opportunity (directly and/or indirectly via my manager/colleagues) to be involved, provide contributions and voice any concerns on key matters that affect me.	☐	☐	☐	☐	☐
4. I am confident the training has given me the new skills & knowledge I need to adopt the changes and do my job.	☐	☐	☐	☐	☐
5. I am aware of the different elements of support that will be available to me, if I am unsure or need assistance during the go-live period.	☐	☐	☐	☐	☐
6. I am confident that the project has addressed all the critical components to enable me to successfully adopt the changes and do my job effectively.	☐	☐	☐	☐	☐
If not, please identify what you feel still needs to be addressed:					
7. Do you feel your direct supervisor/manager is sufficiently informed, prepared & supportive of the changes?	☐	☐	☐	☐	☐
8. Do you sense your co-workers are ready to make the changes?	☐	☐	☐	☐	☐
9. I know where to go and who to ask to find more information about the changes and project generally.	☐	☐	☐	☐	☐
10. Overall, I feel well informed & prepared to work effectively with the new changes being introduced.	☐	☐	☐	☐	☐

Any further comments/suggestions for the project to consider as part of final preparations for the 'go-live' period?

Thank-you for your feedback