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| **READINESS FOR CHANGE FRAMEWORK** |
|  | Operational Readiness | Cultural Readiness |
| InstitutionLevel | **Operations/Systems***Business processes and their supporting technologies are operational and stable.* | **Organizational** *We are mindful of the cultural characteristics of our community that can affect our ability to support change.* |
| ProjectLevel | **Project** *We have the logistical and organizational resources in place to successfully complete the project.* | **Motivational***We have a clear understanding of why we are making this change.* |

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| **Operations/Systems Readiness** |
|  | **Ready!** | **Needs work**Not ready yet | **What do we need to do?** |
| Operations maturity: Have we put in place the technological and human resources to support this change?Operations/system stability: Do we introduce new systems/policies often? Compatibility: How seamlessly will the existing and new system integrate and share information? Experience: Have previous initiatives from your office been executed successfully? What have you learned from past experience? |  |  |  |

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| **Project readiness** |
|  | **Ready!**  | **Needs work**Not ready yet | **What do we need to do?** |
| Administrative resources: Have we budgeted for staff time needed to plan, manage and implement this new system? Training: Is there a plan in place to help affected users and give them time to make the adjustment? Ongoing support: How will the change impact the day-to-day activities of anyone affected? Have we planned support to address these needs?Incentives: Do we have meaningful incentives planned/budgeted for participating in the new plan? |  |  |  |
| **Organizational readiness** |
|  | **Ready!**  | **Needs work**Not ready yet | **What do we need to do?** |
| Communication: Do we have mechanisms for open horizontal and vertical communications in place across the institution? Decision-making process: Did we include a broad cross-section of the college in the decision process leading to this recommendation?Openness to change: How tradition-bound is our community?  |  |  |  |

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| **Motivational readiness** |
|  | **Ready!**  | **Needs work**Not ready yet | **What do we need to do?** |
| Need for change: We know why and have a clear sense of the need this change will address and will communicate this consistently.Vision of benefits: Do our stakeholders know why the new system will benefit them?Perception of functioning: Are our stakeholders confident that this change can be implemented and will work? |  |  |  |

Adapted from Karp, M.M., & Fletcher, J. (2014). *Evaluating your college’s readiness for technology adoption.* New York, NY: Columbia University Teachers College, Community College Research Center.