# Organizational Readiness Exercise

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| **Activity/Instruction** | **Information** | |
| Describe in 3 sentences a current technology project at your organization. Include a statement of purpose (why are you doing it). |  | |
| List two benefits of successful completion of the project. |  | |
| List two risks to completion |  | |
| Based on the purpose, benefits, and risks, assess your organization's readiness on a scale of 1 – 5 ***(1 being not ready, 3 being almost ready, and 5 being totally ready)***. | | Readiness Rating and Justification: |
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| List the five most important deliverables of successful project implementation (i.e. user experience testing, training, leadership support, etc.) |  | |
| Identify the stakeholders that will be impacted by this project. Have the group identify which employees, departments, or processes will need to change to actively participate in the change and/or support successful implementation? |  | |
| List any gaps for the project and options to fill the gaps. |  | |
| Individually discuss projects within groups; each group share out one of the projects and its readiness state and rating. | | |