### Transition Readiness Maturity Assessment

**Purpose:** Evaluate organizational capability to manage transitions effectively and identify areas for improvement

**Frequency:** Annually or before major organizational changes

**Assessment Team:** Leadership team, HR, and key operational managers

#### Instructions

* Rate each item on a scale of 1-5 where:
  + **1 = Not in Place** (No evidence of this capability)
  + **2 = Ad Hoc** (Informal/inconsistent practices)
  + **3 = Developing** (Some formal processes, not fully integrated)
  + **4 = Established** (Well-defined processes, consistently applied)
  + **5 = Optimized** (Continuously improved, embedded in culture)
* Provide specific examples or evidence for ratings of 3 or above
* Identify 2-3 highest priority improvement areas after completing assessment

#### Section 1: Documentation & Knowledge Management

##### Critical Knowledge Capture

**We systematically document institutional knowledge before transitions** \_\_\_/5

*Evidence:*

**Key processes and procedures are fully documented and accessible** \_\_\_/5

*Evidence:*

**We maintain current contact lists and stakeholder relationship maps** \_\_\_/5

*Evidence:*

**System access and technical knowledge is properly documented** \_\_\_/5

*Evidence:*

##### Information Management

**We have a centralized repository for transition-critical documents** \_\_\_/5

*Evidence:*

**Documentation is regularly updated and version-controlled** \_\_\_/5

*Evidence:*

**New employees can easily access necessary transition materials** \_\_\_/5

*Evidence:*

**Section 1 Subtotal:** \_\_\_/35

#### Section 2: Process Integration & Planning

##### Formal Transition Processes

**We have standardized procedures for leadership transitions** \_\_\_/5

*Evidence:*

**Transition planning begins immediately when changes are announced** \_\_\_/5

*Evidence:*

**We conduct structured knowledge transfer interviews** \_\_\_/5

*Evidence:*

**Handoff processes ensure continuity of critical operations** \_\_\_/5

*Evidence:*

##### Proactive Planning

**We conduct regular readiness assessments before transitions occur** \_\_\_/5

*Evidence:*

**Succession planning is integrated into talent management** \_\_\_/5

*Evidence:*

**We identify and mitigate single points of failure** \_\_\_/5

*Evidence:*

**Section 2 Subtotal:** \_\_\_/35

#### Section 3: Leadership & Management Capability

##### Manager Preparedness

**Managers have tools and training to lead during transitions** \_\_\_/5

*Evidence:*

**Leaders can effectively communicate during uncertainty** \_\_\_/5

*Evidence:*

**Managers know when to escalate vs. when to act independently** \_\_\_/5

*Evidence:*

**We provide peer support networks for managers during transitions** \_\_\_/5

*Evidence:*

##### Resource Allocation

**Adequate time and resources are allocated for transition activities** \_\_\_/5

*Evidence:*

**We have dedicated personnel responsible for transition coordination**  \_\_\_/5

*Evidence:*

**Budget considerations include transition-related costs** \_\_\_/5

*Evidence:*

**Section 3 Subtotal:** \_\_\_/35

#### Section 4: Team Resilience & Cultural Adaptability

##### Team Support Systems

**We have mechanisms to monitor team morale during transitions** \_\_\_/5

*Evidence:*

**Support resources are available for employees struggling with change** \_\_\_/5

*Evidence:*

**Teams maintain productivity and collaboration during transitions** \_\_\_/5

*Evidence:*

**We celebrate successes and learn from transition experiences** \_\_\_/5

*Evidence:*

##### Cultural Factors

**Change is viewed as normal part of organizational life** \_\_\_/5

*Evidence:*

**Employees feel confident in organization's ability to manage transitions** \_\_\_/5

*Evidence:*

**Innovation and adaptation are encouraged during transitions** \_\_\_/5

*Evidence:*

**Section 4 Subtotal:** \_\_\_/35

#### Section 5: Continuous Improvement & Learning

##### Playbook Maintenance

**Our transition playbook is regularly updated and improved** \_\_\_/5

*Evidence:*

**We capture lessons learned from each transition experience** \_\_\_/5

*Evidence:*

**Best practices are shared across teams and departments** \_\_\_/5

*Evidence:*

**Feedback is systematically collected and incorporated** \_\_\_/5

*Evidence:*

**Integration with Core Processes**

**Transition skills are included in performance evaluations** \_\_\_/5

*Evidence:*

**Project close-outs capture transition-relevant insights** \_\_\_/5

*Evidence:*

**New hire orientation includes transition readiness training** \_\_\_/5

*Evidence:*

**Section 5 Subtotal:** \_\_\_/35

#### Overall Assessment Summary

|  |  |  |  |
| --- | --- | --- | --- |
| Section | Score | Percentage | Maturity Level |
| Documentation & Knowledge Management | \_\_\_/35 | \_\_\_% | \_\_\_\_\_\_\_\_\_\_\_ |
| Process Integration & Planning | \_\_\_/35 | \_\_\_% | \_\_\_\_\_\_\_\_\_\_\_ |
| Leadership & Management Capability | \_\_\_/35 | \_\_\_% | \_\_\_\_\_\_\_\_\_\_\_ |
| Team Resilience & Cultural Adaptability | \_\_\_/35 | \_\_\_% | \_\_\_\_\_\_\_\_\_\_\_ |
| Continuous Improvement & Learning | \_\_\_/35 | \_\_\_% | \_\_\_\_\_\_\_\_\_\_\_ |
| TOTAL | **\_\_\_/175** | **\_\_\_%** | **\_\_\_\_\_\_\_\_\_\_\_** |

**Maturity Level Definitions**

* **80-100%:** Optimized - Leading practice, continuous improvement culture
* **60-79%:** Established - Strong capabilities, minor gaps to address
* **40-59%:** Developing - Good foundation, significant improvement opportunities
* **20-39%:** Ad Hoc - Inconsistent practices, major gaps to fill
* **0-19%:** Not in Place - Significant investment needed in transition capabilities

#### Gap Analysis & Action Planning

**Top 3 Strengths**

**Top 3 Priority Improvement Areas**

1. **Gap:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Target Improvement:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Timeline:** \_\_\_\_\_\_\_\_\_\_\_\_\_ **Owner:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Gap:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Target Improvement:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Timeline:** \_\_\_\_\_\_\_\_\_\_\_\_\_ **Owner:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Gap:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Target Improvement:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Timeline:** \_\_\_\_\_\_\_\_\_\_\_\_\_ **Owner:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### Playbook Maintenance Schedule

##### Quarterly Reviews (What to Update)

[ ] Contact lists and stakeholder maps

[ ] System access procedures

[ ] Current project status information

[ ] Recent lessons learned integration

##### Annual Reviews (What to Evaluate)

[ ] Complete playbook content review

[ ] Process effectiveness assessment

[ ] Manager training needs analysis

[ ] Cultural readiness evaluation

##### Triggered Updates (When These Events Occur)

[ ] Major organizational restructuring

[ ] New systems or technology implementation

[ ] Significant policy or procedure changes

[ ] Leadership team changes

[ ] Post-transition lessons learned sessions

#### Maintenance Team Structure

##### Core Transition Team

**Team Lead:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Role:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**HR Representative:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Role:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Operations Rep:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Role:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**IT/Systems Rep:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Role:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

##### Extended Network

**Department Champions:**

* Department: \_\_\_\_\_\_\_\_\_\_\_\_\_ Champion: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Department: \_\_\_\_\_\_\_\_\_\_\_\_\_ Champion: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Department: \_\_\_\_\_\_\_\_\_\_\_\_\_ Champion: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

##### Responsibilities Matrix

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Role | Quarterly Reviews | Annual Assessment | Content Updates | Training Delivery |
| Team Lead | Lead | Lead | Coordinate | Coordinate |
| HR Rep | Support | Co-lead | HR content | Manager training |
| Operations Rep | Lead | Support | Process updates | Dept. training |
| IT Rep | Support | Support | System updates | Technical training |

#### Success Metrics

##### Leading Indicators (Predictive)

* Number of managers trained in transition leadership
* Percentage of critical roles with documented succession plans
* Frequency of playbook updates and usage
* Employee confidence scores in organizational change capability

##### Lagging Indicators (Results)

* Time to full productivity for new leaders
* Retention rates during transition periods
* Project continuity scores during leadership changes
* Overall transition success rate

**Assessment Completed by:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_

**Next Assessment Due:** \_\_\_\_\_\_\_\_\_\_\_\_\_ **Review Team:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_