Prosci PCT Assessment

Project Change Triangle questions
1= inadequate; 2=adequate; 3=exceptional

Project: ________________________________

Scores:

Leadership
Project mgmt
Change mgmt

Leadership
1. The change has an executive sponsor.
2. The executive sponsor has the necessary authority over the people, processes and systems to authorize and fund the change.
3. The executive sponsor is willing and able to build a sponsorship coalition for the change, and is able to manage resistance from other managers and supervisors.
4. The executive sponsor will actively and visibly participate with the project team throughout the entire project.
5. The executive sponsor will resolve issues and make decisions relating to the project schedule, scope and resources.
6. The executive sponsor can build awareness of the need for the change (why the change is happening) directly with employees.
7. The organization has a clearly defined vision and strategy.
8. This change is aligned with the strategy and vision for the organization.
9. Priorities have been set and communicated regarding this change and other competing initiatives.
10. The sponsor will visibly reinforce the change and celebrate successes with the team and the organization.
Score: (total possible is 30)

Project management
1. The change is clearly defined including what the change will look like and who is impacted by the change.
2. The project has a clearly defined scope.
3. The project has specific objectives that define success.
4. Project milestones have been identified and a project schedule has been created.
5. A project manager has been assigned to manage the project resources and tasks.
6. A work breakdown structure has been completed and deliverables have been identified.
7. Resources for the project team have been identified and acquired based on the work breakdown structure.
8. Periodic meetings are scheduled with the project team to track progress and resolve issues.
9. The executive sponsor is readily available to work on issues that impact dates, scope or resources.
10. The project plan has been integrated with the change management plan.
Score: (total possible is 30)

Change management
1. A structured change management approach is being applied to the project.
2. An assessment of the change and its impact on the organization has been completed.
3. An assessment of the organization's readiness for change has been completed.
4. Anticipated areas of resistance have been identified and special tactics have been developed.
5. A change management strategy including the necessary sponsorship model and change management team model has been created.
6. Change management team members have been identified and trained.
7. An assessment of the strength of the sponsorship coalition has been conducted.
8. Change management plans including communications, sponsorship, coaching, training and resistance management have been created.
9. Feedback processes have been established to gather information from employees to determine how effectively the change is being adopted.
10. Resistance to change is managed effectively and change successes are celebrated, both in private and in public.
Score: (total possible is 30)