

Purpose

The Change Readiness Criteria, details and tracks the outputs and activities required for overall readiness of the a given change event (e.g. project or release). The outputs and activities fall into the categories of People, Process and Tools. People will be tracked by the OCM Team to help ensure people readiness; Process will be tracked by the project team and is a dependency for OCM; Tools will be tracked by the project team and is a dependency for OCM team.

The Change Readiness Criteria, once completed, should be stored in the FX Project Repository for the given project where it will be tracked and updated.

Readiness Levels

For tracking the Change Readiness Criteria:

Gray means Not Applicable

Red means No Readiness

Yellow means Partial Readiness

Green means Ready for Change

Considerations

All Change Readiness Criteria will start out as Red. As the implementation evolves, the criteria will be evaluated regularly and the status updated to Yellow or Green.

Note that the activities herein are examples that should be updated as needed for the given project.

Completed By

This template is completed by the Project OCM Lead.

Completed When

This template is completed during the **1. Identify the Change** phase of the OCM Standards which aligns with FXPLC phase **Initiation, Concept, & Planning**.

[Change Event Name] Change Readiness	
Readiness Assessment Date: <i>mm/dd/yyyy</i> Change Event Date: <i>Month yyyy</i> (est.) Change Event Description: <i>summarize with a numbered list of key target outcomes</i> 1) xxxx 2) xxxx n) xxxx	
People	
<ul style="list-style-type: none"> ● Operational Model <ul style="list-style-type: none"> ● Operational Model Defined ● xxxx ● Transition Defined ● Organizational Changes <ul style="list-style-type: none"> ● xxxx ● Roles and Responsibilities Defined ● Transition Defined ● Capacity Defined ● Workflow Impacts Accepted <ul style="list-style-type: none"> ● xxxx ● People Trained <ul style="list-style-type: none"> ● xxxx ● People Supported <ul style="list-style-type: none"> ● Implementation Support Planned ● Operational Support Planned 	
Process	
<ul style="list-style-type: none"> ● Current Processes Defined <ul style="list-style-type: none"> ● xxxx ● Future Processes Defined <ul style="list-style-type: none"> ● xxxx ● Processes Aligned to MITA Functions and Functional Areas ● Procedures Defined <ul style="list-style-type: none"> ● xxxx 	
Technology	
<ul style="list-style-type: none"> ● Requirements Defined ● Designed ● Tested <ul style="list-style-type: none"> ● All Tests Passed or Workaround Accepted ● Certification <ul style="list-style-type: none"> ● ORR Passed 	

Key				
Color	Code	Description	Count	Readiness Weight
●	1	Not Applicable		0
●	2	No Readiness	23	0
●	3	Partial Readiness	5	0.5
●	4	Ready for Change	1	1

Change Readiness: 12%

To be tracked by the OCM Team to help ensure people readiness

To be tracked by the project team; dependency for OCM

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