

# Prosci Business Change Assessment

## ADKAR® Worksheet

Using the Prosci® ADKAR® Model to analyze a change at your workplace will give you insight as to where you are in the change process and what steps you can take to survive change and advance professionally in a changing business environment. Complete the worksheet to the best of your ability, rating each element on a scale of 1 (i.e., no awareness) to 5 (i.e., complete awareness).

Briefly describe the change that is being implemented at your workplace. Summarize the key elements of the change:

Describe your *awareness* of the need to change. What are the business, customer or competitor issues that have created a need to change?

### AWARENESS RANK



Review these reasons and ask yourself the degree to which you are *aware* of and understand all the business reasons for this change. Rank on a 1-to-5 scale.

List the motivating factors or consequences (good and bad) related to this change that impact your *desire* to change, including compelling reasons to support the change and specific objections to the change.

### DESIRE RANK



Consider these motivating factors and potential objections. Assess your *desire* to change. Rank on a 1-to-5 scale.

# Prosci Business Change Assessment (continued)

List the skills and *knowledge* you need to support this change, both during and after the transition:

## KNOWLEDGE RANK



Do you have a clear understanding of the required skills and *knowledge*? Have you received training or education in these areas? Rank on a 1-to-5 scale.

Considering the skills and knowledge from above, assess your overall *ability* to implement this change. What challenges do you foresee?

What are the barriers inhibiting the organization's ability to realize this change?

## ABILITY RANK



To what extent do you have the *ability* to implement the new skills, knowledge and behaviors associated with this change? Rank on a 1-to-5 scale.

List the *reinforcements* in your organization that will help to retain the change. Are incentives in place to help make the change stick? Are there incentives not to change?

## REINFORCEMENT RANK



To what degree are you receiving *reinforcement* for demonstrating the change? Rank on a 1-to-5 scale.

## Notes

# Business ADKAR Assessment

Transfer your scores from each ADKAR stage to the table below. Take a moment to review your scores. Highlight those areas that scored three or less and identify which is the first area with a score of 3 or less. This first area will be your primary focus. Create a bar graph below showing your ADKAR change profile.

Brief description of the change:	Score from ADKAR Worksheet
<b>1. AWARENESS of the need to change:</b> Notes	
<b>2. DESIRE to make the change happen:</b> Notes	
<b>3. KNOWLEDGE about how to change:</b> Notes	
<b>4. ABILITY to change:</b> Notes	
<b>5. REINFORCEMENT to maintain change:</b> Notes	

To create an ADKAR profile bar graph, mark your score for each element and shade the area below the mark to create each "bar."

The example on the left is of a profile with A=4, D=5, K=2, A=2, R=1.

