

Current State Assessment: Question Guide & Worksheet

Organisational Context

- What is your organisation's mission, vision, and current strategic priorities?

Notes:

- What are the key drivers for change right now?

Notes:

- What external forces (e.g. market, regulation, technology) are impacting your operations?

Notes:



Structure, Systems & Processes

- What are the core business processes and how well do they function?

Notes:

- What systems or tools are currently in use? Are they integrated and fit-for-purpose?

Notes:

- Are roles and responsibilities clearly defined?

Notes:



People & Capability

- What is the current organisational structure?

Notes:

- What key capabilities exist internally? Where are there gaps?

Notes:

- What is the level of engagement and morale across teams?

Notes:



Culture & Readiness for Change

- How would you describe the organisational culture?

Notes:

- How has the organisation responded to past change efforts?

Notes:

- Is there psychological safety for people to speak up or challenge the status quo?

Notes:



Stakeholders & Communication

- Who are the key stakeholders? What are their views on the current state?

Notes:

- How is communication typically handled—formally and informally?

Notes:

- Where are there trust gaps or silos?

Notes:



Pain Points & Opportunities

- What's not working well? Where are the friction points?

Notes:

- What workarounds or manual processes are being used?

Notes:

- What opportunities for improvement are already visible to staff?

Notes:



Change Maturity & Governance

- Are there formal change frameworks or methods in place?

Notes:

- Who sponsors change initiatives, and how are decisions made?

Notes:

- Is there a governance structure or project management office?

Notes:

