HR Program Readiness Toolkit

HR insidr

Project Description	Before you launch any new HR initiative, first audit your readiness. This quick, structured assessment helps HR leaders identify strengths, gaps, and dependencies across people, processes, and systems so your next big rollout lands smoothly.
Why	Launching a new HR program without confirming readiness can lead to poor adoption, wasted resources, and loss of credibility.
What Does It Do?	A readiness audit ensures your organization has: • The right infrastructure (systems, data, processes) • The right engagement conditions (culture, leadership buy-in) • The right capacity (time, people, funding) to sustain the initiative

How Do I Use It?

Action	Follow the steps below and download the **Excel worksheet**.

The Steps

1. On the **Project Identification** tab, complete the project information you have gathered to date.

2. Review the **Readiness Scoring Framework** tab, which explains the five readiness domains, and review the definitions for rating each component.

3. On the **Worksheet** tab, complete the checklist using the 1–5 rating scale to assess readiness. The worksheet is equipped with color coding for easy visualization and includes automatic calculations for averages across the five domains, which will carry over into the **Assessment** tab.

4. On the **Assessment Tool** tab, a summary of your scores will automatically populate, also with color coding for easy visualization. Definitions and next steps are outlined on the **Assessment Tool** tab based on your average readiness score.

Download Toolkit

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