



Your Complimentary

AssureChange™

Assessment Tool

Thank You for downloading this Bushey AssureChange™ Assessment Tool – this assessment tool is designed to help you evaluate the readiness and strategic alignment of your project or programme for successful IT change. Whether you're initiating a new initiative or reviewing an existing one, this tool provides a structured framework to assess critical dimensions such as governance, delivery confidence, change readiness, and outcome assurance. Built on the Bushey Change Framework and the principles of AssureChange™, it enables you to identify strengths, uncover risks, and prioritise areas for intervention.

Each section includes targeted questions to guide your thinking and support informed decision-making. Your responses will help determine whether your initiative is ready for a fixed-scope, guaranteed-outcome engagement—or if further preparation is needed. Use this tool to gain clarity, build confidence, and set your change programme on the path to assured success.

Should you require help and further assistance in implementing please feel free to contact us at contactus@busheyitchange.com

This assessment tool is provided for informational purposes only and does not constitute legal, financial, or professional advice. While every effort has been made to ensure its accuracy, completeness, and relevance, Bushey Pty Ltd makes no warranties or representations regarding its suitability for any specific purpose.

Suggested use of this Checklist –

For each section there are a set of readiness assessment questions, for each question rate your readiness using the following scores –

Scoring & Interpretation

Each question is scored from 0–3:

0 = Not addressed

1 = Partially addressed

2 = Mostly addressed

3 = Fully addressed

Ref	Item	Score	Notes
1	Project Overview		
1.1	What is the name and purpose of the project or programme?		
1.2	Who is the executive sponsor or business owner?		
1.3	What are the key business outcomes expected?		
1.4	What is the budget range and funding source?		
1.5	What departments or teams are involved?		
1.6	Are there any known constraints or dependencies?		
2	Strategic Alignment		
2.1	Are the business outcomes measurable and clearly defined?		
2.2	Is there a compelling business case or value proposition?		
2.3	Has the project been endorsed by senior leadership?		
2.4	Does the project support digital transformation or innovation goals?		
2.5	Are there competing initiatives that may impact alignment?		
3	Change Management Team		
3.1	Is a formal governance structure in place?		
3.2	Are roles and responsibilities clearly defined?		
3.3	Have key risks been identified and assessed?		
3.4	Are compliance and regulatory requirements addressed?		
3.5	Is there a process for issue escalation and resolution?		
3.6	Are audit and assurance mechanisms in place?		

Ref	Item	Score	Notes
4	Change Readiness		
4.1	Has a change impact assessment been completed?		
4.2	Is there a stakeholder engagement plan?		
4.3	Is training and support planned for end users?		
4.4	Are change champions identified and mobilised?		
4.5	Is there a plan for measuring adoption and behavioural change?		
5	Technical Delivery		
5.1	Are technical requirements documented and approved?		
5.2	Is the solution architecture scalable and secure?		
5.3	Are integration points and dependencies mapped?		
5.4	Is the delivery team technically capable and resourced?		
5.5	Is there a plan for data migration and validation?		
5.6	Are performance and reliability targets defined?		
6	Delivery Confidence		
6.1	Is there a structured delivery methodology in place?		
6.2	Are delivery risks and constraints understood?		
6.3	Is the delivery team experienced in similar projects?		
6.4	Are third-party vendors or partners involved?		
6.5	Is there a realistic and achievable delivery plan?		
6.6	Are contingency plans in place for delays or failures?		
6.7	Is progress tracked against milestones and KPIs?		

Ref	Item	Score	Notes
7	Outcome Assurance		
7.1	Are KPIs and success metrics defined and agreed?		
7.2	Is there a plan for post-implementation support?		
7.3	Are benefits realisation plans in place?		
7.4	Is there executive oversight for outcome assurance?		
		Total Score:	_____ / 117

Readiness Levels -

- **90–117** **Ready for AssureChange™ engagement**
- **70–90** **Needs targeted intervention**
- **Below 70** **High risk, recommend a full strategic review**

Are you ready to take your Technology change programme to the next level?

Bushey IT Change delivers strategic technology transformations with precision, speed, and guaranteed outcomes. If your assessment reveals gaps or risks, our experts are here to help you close them, fast. With our proven **AssureChange™** service, we turn complexity into clarity and uncertainty into confidence.

From roadmap designs to fixed-scope delivery, we partner with you to ensure your project or programme succeeds, on time, on budget, and with measurable impact.

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