

Staff readiness results

Software or project

Team

Date

Number of answers

Tally how many staff ticked each box. Percent agree = (number of 4s + number of 5s) divided by the total, times 100.

STATEMENT	1	2	3	4	5	TOTAL	% AGREE
1. I know what problem the new software should solve.							
2. Someone has asked me how I do this work today.							
3. I know which tasks will move to the new system.							
4. Our current records are clean enough to move across.							
5. I usually pick up new software for work quickly.							
6. I expect time to learn the new system before go-live.							

How would you most like to learn the new software

HANDS-ON CLASS	SHORT VIDEOS	WRITTEN GUIDE	A COLLEAGUE	PRACTICE COPY

Strengths

The two statements with the highest percent agree.

Gaps to close before go-live

The two statements with the lowest percent agree.

What the open answers say

Sort the comments into three or four themes.

You said, we will

What staff told us, and what changes in the rollout plan as a result.
