

Digital Transformation Readiness Checklist

Fifteen checks across strategy, people and technology. Transformation programs rarely fail on the technology: they fail on the conditions around it. Tick honestly; the gaps tell you where to start.

Strategy and sponsorship

- ☐ **There is a clear vision** of what the organisation will look like after the change, written in business terms, not technology terms.
 - ☐ **An executive owns it.** Genuine executive sponsorship, with time and authority attached, not just a name on a steering committee.
 - ☐ **Goals, milestones and success metrics are defined** before any technology is selected, and KPIs are aligned to business objectives (efficiency, engagement, revenue), not activity.
 - ☐ **The strategy starts from business requirements**, not from a product a vendor has already proposed. If a solution arrived before the problem statement, stop and reverse the order.
 - ☐ **Your digital maturity has been honestly assessed.** You know your starting point, not just your destination.
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People and culture

- ☐ **Cultural resistance has been mapped.** You know which teams will find the change hardest and have a plan for them, not a slogan.
 - ☐ **Change management is resourced** as its own workstream with an owner, budget and plan.
 - ☐ **Workforce training is planned** for the way people will actually work after the change, not just the new system's features.
 - ☐ **The middle layer is on board.** Managers who run daily operations can explain why the change is happening.
 - ☐ **There is appetite to keep improving after go-live.** Transformation is a capability shift, not a project end-date.
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Technology and integration

- ☐ **Technology choices align to the strategy**, and each major selection can be traced to a business requirement it serves.
- ☐ **Integration complexity is understood**. You know which existing systems the new capability must talk to, and what that will actually take.
- ☐ **Cloud, AI and automation options have been assessed on merit**, for scalability, flexibility and cost, not adopted because they are current.
- ☐ **The advice you are acting on is independent**. Whoever shaped the roadmap does not profit from the products on it.
- ☐ **Progress will be monitored after implementation**, with support in place to fine-tune the strategy as results come in.

Scoring it

Twelve or more ticks: you are in good shape, pressure-test the rest. Eight to eleven: address the gaps before committing major spend. Under eight: the program is not ready, and starting anyway is how transformations join the failure statistics. Beyond Technology provides **vendor-neutral transformation strategy, technology adoption and change management advice**. Call **1300 469 909** or visit **beyondtechnology.com.au**.