

Checklist for executive leaders

Key questions to ask during transformation

1. Strategic fit

How does the transformation effort align with my organization's overall strategy and vision? Is it clearly defined and sufficiently articulated?

2. Core problem and root cause

What is the core problem or issue we are aiming to resolve through the transformation effort? Is it thoroughly understood at each level, including the board of directors?

3. Team alignment

Are my team members, key leaders, and stakeholders on board with the transformation effort, and do we have the collective skill and will to deliver?

4. Organizational history

What track record does our organization have with executing transformative efforts — do we have a repeatable approach or are new ways of work needed?

5. Industry comparative analysis

Have similar organizations in my industry and/or operating space conducted a similar transformation, and what can we learn from their experience?

6. Transformation planning and execution

Has an appropriate scope been established for the transformation effort, and does our organization have a plan in place to effectively execute the transformation? Is there clear communication to keep employees engaged and aligned with the transformation?

7. Target state definitions

Are key elements of the target state operating model defined at a high level to act as a blueprint and decision-making guide for the transformation?

8. Progress management

How are we tracking and/or reporting on transformation progress? Where and when will we see achievements of key milestones and tangible outcomes?

9. Risk mitigations

Have we anticipated the types of risks that may arise throughout the transformation and designed mitigation strategies for these risks?

10. Change management and sustainment

Do we have a robust change management and sustainment strategy in place to support the execution of activities both during and after the transformation?

