Digital Transformation Readiness Assessment

Evaluate your organisation's readiness for digital transformation across people, processes, technology, and culture. Identify gaps and build a practical transformation roadmap.

5	40+	Score	Free
READINESS DIMENSIONS	ASSESSMENT ITEMS	EACH AREA OUT OF 10	SELF-ASSESSMENT TOOL

How to Use This Assessment

Work through each section with your leadership team. Be honest — this is a diagnostic tool, not a scorecard. Low scores highlight areas that need attention before committing to transformation initiatives. The results inform your transformation strategy and sequencing.

1 Technology Infrastructure Readiness

Assess whether your current IT infrastructure can support digital transformation.

- [ ] Your **internet connectivity** is fast, reliable, and has capacity for cloud-based workloads
- [ ] Core systems (email, files, apps) are **cloud-hosted or cloud-ready** for migration
- [ ] **APIs and integrations** are available for key business applications to connect with new tools
- [ ] Your network can support **remote and hybrid working** with VPN or ZTNA
- [ ] **Mobile device management** is in place to secure smartphones and tablets accessing business data
- [ ] Your IT environment is **well-documented** with network diagrams, asset registers, and procedures
- [ ] **Cybersecurity foundations** are solid: MFA, endpoint protection, backup, and incident response plan
- [ ] You have **IT capacity** (budget, people, or partner) to manage change alongside BAU support

Section Score: ____/10

2 People & Skills Readiness

Assess whether your team has the skills and willingness to adopt new technologies.

- [ ] Staff have **basic digital literacy** — comfortable with email, Office apps, and web-based tools
- [ ] **Champions exist** within each department who are enthusiastic about technology and can support peers
- [ ] **Training programmes** are in place for new tool rollouts (not just 'here is the link, figure it out')
- [ ] Leadership **actively sponsors** digital initiatives and communicates the vision for change
- [ ] IT skills gaps have been **identified and documented** with a plan to address them
- [ ] The organisation has experience with **successful technology changes** in the past 2 years
- [ ] Staff **feedback mechanisms** exist to capture concerns and suggestions during technology rollouts
- [ ] **Resistance to change** has been assessed and a change management approach is planned

Section Score: _____/10

3 Process & Data Readiness

Assess whether your business processes and data are ready for digital transformation.

- [ ] Core business **processes are documented** and understood (not just in people's heads)
- [ ] **Data quality** is good — customer records, financial data, and operational data are clean and consistent
- [ ] **Manual processes** that could be automated have been identified and prioritised
- [ ] Key business **data is centralised** and accessible (not trapped in silos, spreadsheets, or email)
- [ ] There is a clear **data governance policy** covering ownership, quality, security, and retention
- [ ] **Reporting and analytics** needs have been defined — the business knows what data insights it wants
- [ ] Existing **paper-based processes** have been mapped for digitisation

Section Score: _____ /10

4 Culture & Leadership

Assess the organisational culture and leadership commitment to digital transformation.

- [ ] Senior leadership has a **clear vision** for how technology will transform the business
- [ ] There is **budget commitment** for digital transformation over a multi-year period
- [ ] The organisation is willing to **invest in failure** — understanding that not every initiative will succeed
- [ ] **Cross-departmental collaboration** is normal — departments do not operate in silos
- [ ] **Customer feedback** is actively collected and used to inform technology decisions
- [ ] There is a **dedicated transformation lead** or sponsor with authority and time allocated
- [ ] The organisation measures **outcomes, not just activity** — focused on business results, not just deploying technology

Section Score: _____ /10

5 Strategy & Governance

Assess whether the strategic and governance frameworks are in place to guide transformation.

- [ ] A **digital transformation strategy** is documented (even in draft form)
- [ ] Clear **success metrics** are defined for transformation initiatives (revenue, efficiency, satisfaction)
- [ ] A **governance framework** exists for technology decisions (who decides, how projects are approved)
- [ ] **Risk management** considers technology risks alongside business risks
- [ ] Vendor and **partner relationships** are in place to support the transformation journey
- [ ] **Compliance requirements** (GDPR, industry regulations) are understood and factored into plans
- [ ] There is a **roadmap with milestones** rather than a single big-bang transformation plan

Section Score: ____ /10

#	AREA	SCORE	PRIORITY
1	Technology Infrastructure	/ 10	H / M / L
2	People & Skills	/ 10	H / M / L
3	Process & Data	/ 10	H / M / L
4	Culture & Leadership	/ 10	H / M / L
5	Strategy & Governance	/ 10	H / M / L
TOTAL SCORE		**/ 50**	

Score Interpretation

80–100: Excellent — well-managed with only minor improvements needed.
60–79: Good foundation but gaps exist. Prioritise areas scoring below 6.
Below 60: Significant gaps putting your business at risk. Seek specialist review.

! Action Items & Notes

Top 3 Priority Actions:

1.
2.
3.

Notes

Ready to Start Your Digital Transformation?
Our vCIO service guides organisations through digital transformation with a practical, phased approach.

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Completed by: _____ Date: _____ Next review: _____

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