Project Readiness Assessment Checklist

Is your fashion retail transformation truly ready to execute?

Use this checklist to evaluate your organization across 5 critical readiness dimensions before launching a strategic transformation initiative.

1. Strategic Clarity

- Do we have a clearly defined *business outcome* tied to the transformation (e.g., cost savings, revenue growth, CX improvement)?

- Project objectives align with organizational goals and strategies

- Are success KPIs documented, measurable, and shared across teams?

- Has executive sponsorship been secured and communicated?

- Are transformation goals aligned with enterprise strategy?

- Stakeholders buy-in confirmed

2. Scope & Requirements

- Project Scope clearly defined and documented

- Requirements validated with key stakeholders

- Change control process established

- Out-of-scope items explicitly listed

3. Cross-Functional Alignment

- Have all relevant functions (e.g., merchandising, supply chain, digital, store ops, finance) been engaged early?

- Are roles and responsibilities for transformation clearly defined?

- Is there a unified governance structure or transformation office in place?

- Do teams have a shared language and consistent priorities?

4. Operational Readiness & Quality Assurance

- Have key processes been documented and assessed for gaps?

- Are we clear on what must change—people, process, tech, org?

- Is current system or data quality sufficient to support the transformation?

- Are timelines realistic based on current capacity?

- Identified required test cycles and environments

- Defect tracking and resolution process defined

- Go / No-Go criteria finalized

5. People & Change Enablement

- Have we assessed change readiness across impacted teams?

- Is a formal change management plan in place (communications, training, stakeholder engagement)?

- Resistance management strategies outlined

- Have we identified potential resistance points and mitigation plans?

- Do teams understand the "why" behind the transformation?

6. Program Structure & Agility

- Project sponsor identified and actively engaged

- Is there a clear roadmap with milestones, dependencies, and owners?

- Have we built in iteration and feedback loops?

- Are pilots, quick wins, or MVPs part of our approach?

- Is there an escalation and risk mitigation process?

- Project manager assigned and empowered?

- Governance structure (Steering committee, PMO, business leads and others) in place

- Roles and responsibilities clearly defined

7. Planning & Timelines

- Project plan with key milestones and deliverables developed

- Critical path and dependencies identified

- Resources availability confirmed for key phases

- Realistic go-live date determined

8. Budget & Resources

- Budget approved and aligned with forecast

- Resource plan finalized and communicated

- Contingency budget allocated

- Third-party / vendor Contracts finalized / work-in-process (if applicable)

9. Risk Management

- Risk register created with mitigation strategies

- Regular risk review cadence established

- Business continuity plan developed

10. Technology and Infrastructure

- Technology solution identified

- Infrastructure and Integrations readiness defined

- Data migration strategies identified

- Security and Compliance requirements considered

🔍 Scoring (Optional)

You can score yourself for each individual section with:

- ✅ Yes = 2 points

- ⚠️ Partial / In Progress = 1 point

- ❌ No = 0 points

Add the score for each section and overall total for all sections. Identify which section is scoring low and need immediate attention.

- **0–40%** = High Risk – Do not proceed without strategic intervention

- **41–75%** = Moderate Risk – Prioritize key gaps before launch

- **76–100%** = Ready – Proceed with focused execution and monitor regularly to not lose control or fail