Implementation Risk Assessment Scorecard

Successful SaaS implementations rarely happen by accident. This scorecard helps you quickly assess your organization's biggest delivery risks—so you can act before they become costly setbacks.

How to use this scorecard

With your project team, score yourselves from 1 (fully prepared, low risk) to 10 (not at all prepared, high risk) on each of the eight readiness areas:

- **Leadership & Authority**: Is there a dedicated project manager? Is your project team empowered to make decisions on scope, budget, configuration? Is the executive sponsor engaged and involved?

- **Urgency & Planning**: Is any pre-work necessary? Do you have a defined target rollout date? Is there a compelling event behind it to motivate the team to stay on track? Will this take priority over other job duties?

- **Resource Reality**: Have you assessed the resources this will require and allocated them accordingly?

- **Technical Preparation**: If there is a need for IT involvement, have they been engaged? Do they understand what will be required of them? Are they on board with the schedule?

- **Internal Alignment**: Have different stakeholders been involved in the buying decision? Have their needs been identified and taken into account? Will they give input during the implementation process?

- **Scope Management**: Is the defined scope manageable? Should this be implemented in smaller increments?

- **User Adoption & Change Management:** Has the upcoming change been communicated to users? Are they aware of how it will benefit them? Is there a training plan and ongoing support in place?

- **Success Measurement**: Have you defined KPIs or other success measures to assess the ongoing success of this project?

Score your risk level for each area to calculate the overall project risk:

1-3: 🚨 **Low preparedness, high risk:** Implementation is likely at risk for delays, rework, or missed outcomes. Prioritize improvements now.

4-7: ⚠️ **Moderate preparedness, moderate risk:** Some gaps to address. Focus on your lowest scores first.

8-10: ☑ **High preparedness, low risk:** You're set up for success. Keep reinforcing your strengths.

Enter this number in the Score column.

Key Readiness Areas

Area	Score	Risk Level	Notes
Leadership & Authority			
Urgency & Planning			
Resource Reality			
Technical Preparation			
Internal Alignment			
Scope Management			
User Adoption & Change Management			
Success Measurement			

If you scored 3 or below in more than 3 areas, implementation success is at risk. ClearWay Projects can help. Reach out to contact@clearwayprojects.com to schedule a readiness consult. Have actionable results in as little as one week.