



Readiness in 90 days.

A worked example of one full engagement cycle: pre-engagement, the 90-day cycle, and what happens after. Based on 100 people across five departments.



Read top to bottom. Each step shows what happens, what we need from you, what you get back, and when.

ABOUT THIS PLAN

How a 90-day cycle runs in practice.

Companies don't change. People do. People readiness is the work of closing that gap: giving your people the conditions to engage with change rather than resist it.

This plan shows how that runs in practice over one 90-day cycle, using a worked example of 100 people across five departments. It lays out every step from the first briefing to the final reassessment: what happens, what we need from you, what you get back, and when.

Leadership invests a few hours across the 90 days. Your people invest minutes at a time. Rows marked "From your people" show exactly what employees experience: what they do, how much time it takes, and what they get back.

01

WEEKS 1 TO 3
PRE-ENGAGEMENT

Briefing, segmentation, technical setup, communication. Eight steps that prepare the cycle.

02

DAY 1 TO DAY 90
THE 90-DAY CYCLE

Assessment, analysis, leadership debrief, app deployment, facilitated development, reassessment.

03

DAY 90 ONWARDS
POST-CYCLE

Baseline comparison Day 1 vs Day 90, final debrief, and the recommendation for what comes next.

01

WEEKS 1 TO 3 · BEFORE THE 90-DAY CYCLE BEGINS

Pre-engagement.

Everything the cycle needs in order to start clean: the briefing, the participant list, the stakeholders, the tech, the timeline, and the communications.

Eight steps over roughly three weeks. Leadership invests a single briefing call. Your HR or People Ops team handles participant data. IT confirms the technical setup. By the end of this phase the assessment is ready to launch.

STEP	WHAT HAPPENS	WHAT WE NEED FROM YOU	WHAT YOU GET FROM US	WHO IS INVOLVED	TIMELINE
A1	Briefing conversation Structured briefing to understand current state, challenges, goals, and the specific questions leadership needs answered.	Leadership availability for a 60 to 90 minute call.	Structured briefing covering current state, challenges, and goals.	CEO / CHRO / Transformation lead, project sponsor, TPRC engagement lead.	Day 1-3
A2	Participant data and segmentation Collect the participant list and define how the data will be segmented across departments.	Full participant list (names, emails). Department assignments for all 100 participants.	Segmentation plan for 5 departments. Assessment configuration.	HR or People Ops.	Day 3-7
A3	Stakeholder mapping Define who receives the reporting and at what level.	Confirm who needs reporting access. Team leaders, C-level, or both.	Stakeholder map with reporting access levels.	Leadership team, project sponsor.	Day 3-7
A4	Technical setup App permissions and device landscape confirmed with IT.	IT contact. Confirm device and OS landscape. Approve app permissions.	Technical requirements document. App integration brief.	IT department, TPRC technical lead.	Day 7-14

STEP	WHAT HAPPENS	WHAT WE NEED FROM YOU	WHAT YOU GET FROM US	WHO IS INVOLVED	TIMELINE
A5	Timeline and milestones Full project timeline confirmed with all stakeholders.	Confirm availability windows for all phases.	Customized project timeline with milestones.	Project sponsor.	Day 7–14
A6	Communication ownership Decide who communicates with participants. Your team or TPRC on your behalf.	Decision on communication approach.	Recommendation on which approach fits your organization.	Project sponsor.	Day 7–10
A7	Email templates Create and review all participant communications.	Review and approve all templates. Adjust tone to your culture if needed.	Initial announcement email template. 2 to 3 reminder email templates.	Internal communications / HR, TPRC engagement lead.	Day 10–12
A8	Template approval Final sign-off before communications go out.	Final approval on all communications.	Approved email set, ready to send.	Project sponsor.	Day 12–14

End of Phase 01. The assessment is configured, the participants are listed, the tech is approved, and the comms are queued. Day 14 the assessment goes live.

02

DAY 1 TO DAY 90 · FROM FIRST ASSESSMENT TO REASSESSMENT

The 90-day cycle.

Assessment, analysis, leadership debrief, app deployment, facilitated development, continuous pulse tracking, reassessment.

Twelve steps. Three of them are "From your people", rows that show exactly what employees experience: the 10-minute structured diagnostic, the 5 to 10 minutes a day on the readiness app, the 60 to 90 minute facilitated group sessions every two weeks, and the reassessment on Day 90.

STEP	WHAT HAPPENS	WHAT WE NEED FROM YOU	WHAT YOU GET FROM US	WHO IS INVOLVED	TIMELINE
B1	<p>Assessment goes live</p> <p>The structured diagnostic goes live with segmentation links per department.</p>	Ensure all participants have received the communication.	Assessment deployed. Real-time participation tracking.	TPRC engagement lead.	Day 1
B2	<p>FROM YOUR PEOPLE</p> <p>Each participant completes the diagnostic</p> <p>Online, at their own pace within the assessment window. Data feeds directly into the readiness reporting. Leadership sees team and organizational data, never an individual score.</p>	10 minutes, once.	Their individual profile remains private.	All participants.	Day 1-15
B3	<p>Participation monitoring</p> <p>Track completion rates and follow up on non-completions.</p>	Follow up with teams showing low completion rates. Escalate blockers.	Participation dashboard. Targeted reminder emails.	Department leads, HR.	Day 1-8
B4	<p>Assessment closes</p> <p>Data collection complete. Quality check.</p>	No action required.	Confirmation of data completion. Preliminary quality check.	TPRC data team.	Day 15
B5	<p>Data analysis</p> <p>Assessment data analyzed across the four readiness dimensions, three layers, and the balance score. Results aggregated at team and organizational level to establish the baseline.</p>	No action required.	Complete data analysis. Team, department, and organizational baseline. Segmentation analysis.	TPRC data team.	Day 15-22
B6	<p>Reporting</p> <p>Findings consolidated into a readiness report: baseline, key patterns, strongest and weakest areas. Individual responses remain private throughout.</p>	No action required.	Readiness Assessment Report: scores, gap analysis, department comparison, recommendations.	TPRC engagement lead.	Day 22-29

STEP	WHAT HAPPENS	WHAT WE NEED FROM YOU	WHAT YOU GET FROM US	WHO IS INVOLVED	TIMELINE
B7	<p>Leadership debrief</p> <p>TPRC walks leadership through the findings and baseline. Together we identify the readiness gaps most likely to impact the initiative and agree on development priorities.</p>	Leadership availability for a 60 to 90 minute session.	Guided review, agreed development priorities, targeted focus areas, a 10-week development plan.	CEO / CHRO / Department leads, sponsor, engagement lead.	Day 29
B8	<p>Readiness app configured and deployed</p> <p>App configured with individual profiles. Onboarding guidance distributed to all participants.</p>	IT confirms app permissions. Participants install the app.	Readiness app configured. Onboarding guidance for all participants.	IT department, all participants.	Day 29-36
B9	<p>Facilitator briefing</p> <p>Facilitator briefed on department-specific gaps and focus areas from the reporting (if a development plan is agreed).</p>	Confirm focus areas from the reporting.	Facilitator briefed. Session plan for the development phase.	TPRC facilitator.	Day 29-32
B10	<p>FROM YOUR PEOPLE</p> <p>Continuous pulse tracking</p> <p>Short daily input on state, energy, and what is getting in the way. The pattern across the team shows where readiness is shifting, early signals before issues reach performance.</p>	5 to 10 minutes daily.	Own progress visible in app. Team trend signal updated every 14 days.	All participants.	Day 29-90
B11	<p>FROM YOUR PEOPLE</p> <p>Facilitated group sessions</p> <p>Structured group sessions every two weeks. Participants work on the specific areas the diagnostic identified, building new patterns of self-awareness and communication.</p>	60 to 90 minutes every two weeks.	A facilitation report after each session. Development targeted to real gaps.	All participants, TPRC facilitator.	Day 36-90
B12	<p>FROM YOUR PEOPLE</p> <p>Reassessment</p> <p>The same structured diagnostic runs again. Same instrument. Completed the same way as on Day 1. The shift from Day 1 is visible to the individual in their own data.</p>	10 minutes, once.	Updated individual readiness profile.	All participants.	Day 90

03

Post-cycle.

Full comparative analysis Day 1 vs Day 90, leadership debrief, and the recommendation for the next cycle.

DAY 90 ONWARDS · BASELINE COMPARISON AND NEXT STEPS

STEP	WHAT HAPPENS	WHAT WE NEED FROM YOU	WHAT YOU GET FROM US	WHO IS INVOLVED	TIMELINE
C1	<p>Baseline comparison</p> <p>Full comparative analysis: Day 1 vs Day 90. Department-level shift analysis. Event impact mapping.</p>	No action required.	Comparative analysis. Department-level shift analysis. Event impact mapping.	TPRC data team.	Day 90-104
C2	<p>Final debrief</p> <p>Complete results presentation. Recommendation for the next 90-day cycle or an ongoing partnership.</p>	Leadership availability for a 90 minute session.	Comparative reporting. Recommendation for next cycle or ongoing partnership.	CEO / CHRO / Department leads, sponsor, engagement lead.	Day 104

RESOURCE ESTIMATE

What it costs your team in time.

Across the full 90-day cycle: a few hours for leadership, modest commitment for HR and IT, and minutes a day for your people.

ROLE	TIME COMMITMENT	WHEN
Project sponsor · CEO · CHRO	6 to 8 hours total	Briefing, debriefs, monthly check-ins.
HR · People Ops	4 to 6 hours total	Participant data, communication, monitoring.
IT department	2 to 3 hours total	Pre-engagement setup, app permissions in Phase 02.
Department leads	3 to 4 hours total	Debriefs, participation follow-ups.
Each participant	10 min + 5 to 10 min daily + 60 to 90 min / 2 weeks	Structured diagnostic (Day 1 and Day 90), continuous pulse tracking, facilitated group sessions.

HOW TO READ THIS PLAN

The same cycle, three different starting questions.

PE / M&A

Assessing people risk before a deal closes?

Phases 01 and 02 deliver a standalone readiness diagnostic. The development cycle is optional. You get a people-risk profile before the deal closes.

TRANSFORMATION

Transformation losing traction?

The full 90-day cycle applies as written. You get the baseline, the development, and the reassessment showing exactly what shifted.

FOUNDER

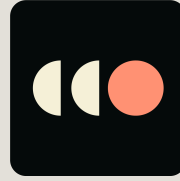
Founder scaling under pressure?

The same process applies with a leaner stakeholder setup. Your team wears multiple hats. We adapt accordingly, where it says HR or IT, that may be you.

By Day 90 you can see what moved. Day 1 and Day 90 results side by side. Where readiness shifted across each team. The recommendation for what comes next.

IT STARTS WITH ONE BRIEFING CONVERSATION.

EVERYTHING ELSE FOLLOWS.



Thank you for reading.

Continue the work. We're here when you want to talk.

THEPEOPLEREADINESS.COM

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