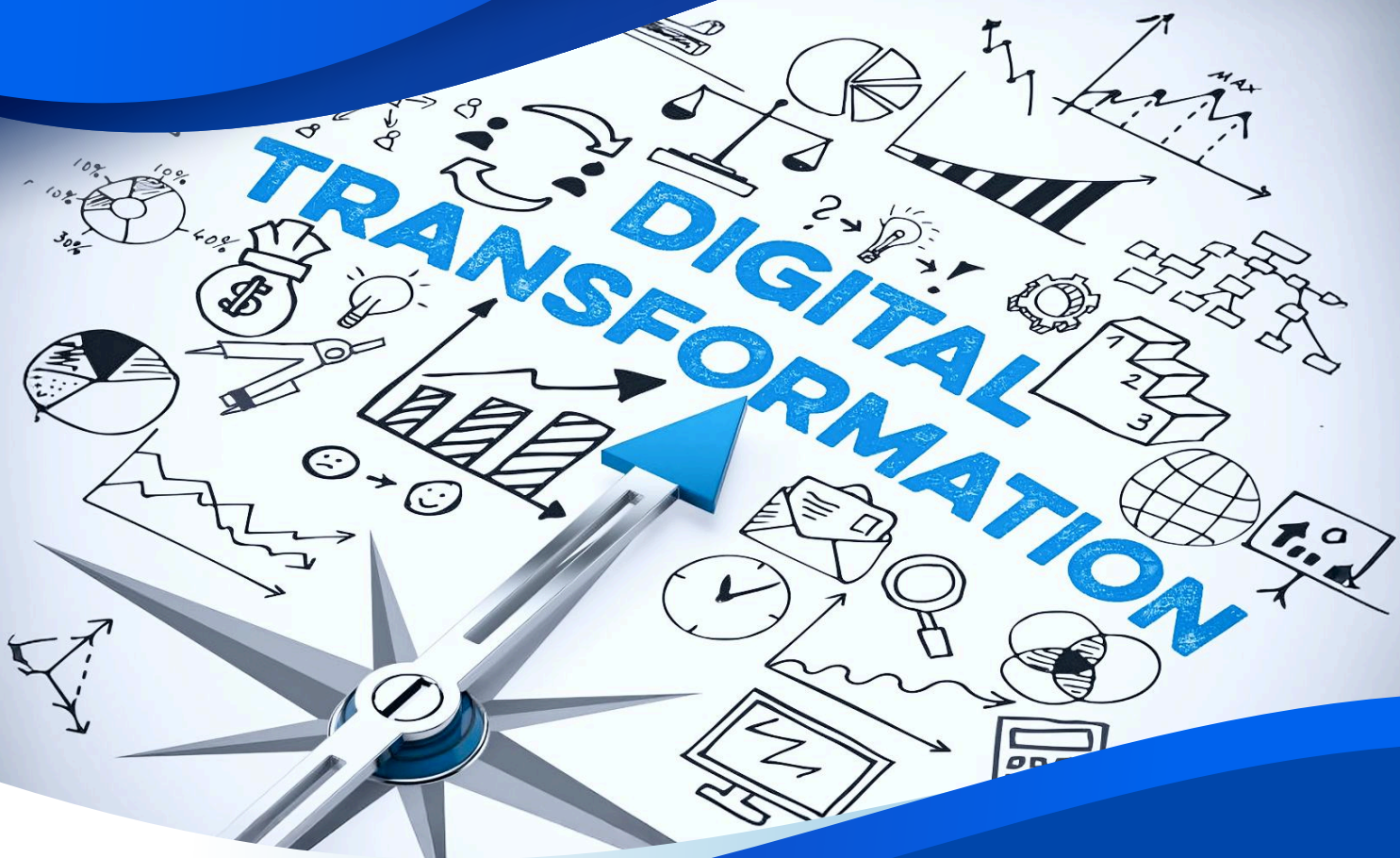




Assess Enterprise *Digital Transformation* Readiness





Who this guide is for

This ebook is designed for business leaders, department heads, and digital transformation teams in mid-sized and growing enterprises. Whether you're preparing your first digital roadmap, aligning cross-functional teams, or trying to scale existing digital efforts, this guide will help you:

- Assess your current state across 6 core dimensions
- Identify specific areas of strength and weakness
- Prioritize actions that build internal capacity and reduce transformation risk

If you're navigating change, this guide provides a structured, practical approach to move forward grounded in strategy, not hype.

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II. The 6 dimensions of digital transformation readiness

Leadership and vision

Digital transformation starts at the top. This dimension refers to the clarity of strategic vision and the level of leadership commitment to transformation goals.

When executives understand and prioritize digital initiatives, they provide the direction, resources, and cross-functional alignment needed to drive change. Without this leadership anchor, even well-funded projects risk becoming fragmented or misaligned with broader business goals.

According to BCG, companies with clear digital vision are 2.5x more likely to achieve successful transformation outcomes.



Checklist:

- ✓ Digital vision clearly aligned with long-term business goals
- ✓ Executive sponsor actively involved and visible in transformation efforts
- ✓ KPIs and OKRs defined and tied to digital strategy
- ✓ Transformation roadmap created with milestones and owners
- ✓ Leadership communicates consistently about digital priorities and purpose

People and culture

While strategy sets the destination, people determine whether you'll get there. This dimension examines whether employees possess the right skills, mindset, and openness to change.

Digital transformation often introduces uncertainty, new tools and new ways of working. If teams lack digital literacy or view change as a threat, adoption stalls.

Consider a manufacturing firm adopting IoT-enabled sensors on the shop floor. If operators resist learning how to use dashboards or distrust automated alerts, the value of that investment is lost.

A transformation-ready culture is one where experimentation is encouraged, failure is tolerated, and continuous learning is embedded. Organizations that invest in digital upskilling, internal ambassadors, and transparent change management are more likely to succeed in their digital transformation journey.

Checklist:

- ✓ Digital skills assessment or capability matrix completed
- ✓ Change management strategy developed and resourced
- ✓ Culture encourages experimentation and learning from failure
- ✓ Champions or digital ambassadors identified across departments
- ✓ Regular training and upskilling initiatives in place (digital literacy, agile)

Processes and operations

You can't digitize what you don't understand. This dimension looks at how defined, efficient, and adaptable your core business processes are.

For example, outdated, manual workflows are scattered across emails and spreadsheets. It cannot simply be "automated" with a tool. First, they must be mapped, standardized, and improved.

Organizations with mature processes are better equipped to scale automation, implement ERP/CRM systems, and integrate new digital channels, all without operational disruption.

Checklist:

- ✓ Key business processes documented and standardized
- ✓ Manual steps and inefficiencies clearly identified
- ✓ Automation opportunities evaluated and prioritized
- ✓ Cross-functional workflows mapped (especially hand-offs)
- ✓ Continuous improvement practices embedded (Lean, Kaizen)

Technology infrastructure

Technology is the enabler, but only if it's modern, scalable, and integrated. For many small and medium-sized enterprises (SMEs), digital transformation often runs into a familiar set of IT limitations:

- Reliance on legacy systems with poor integration capabilities
- Limited IT budgets, making large-scale upgrades difficult
- Lack of in-house expertise to evaluate or maintain modern cloud environments
- Fragmented software tools accumulated over time without a unified strategy




A strong digital infrastructure includes:

- Cloud platforms (AWS, Azure)
- Collaborative tools (Microsoft 365, Google Workspace)
- Secure data flows between systems.



Having the right foundation enables speed, resilience, and long-term scalability. For example, a mid-sized logistics company wants real-time delivery tracking. But its existing order system is on-premise with no API support. Instead of building an isolated tracking tool, the company maps its architecture, prioritizes modernizing its core ERP system, and phases in tracking once integration is possible.


Examples of digital infrastructure

Cloud platform







Collaborative tools





Data & analytics platforms





Process Automation





Checklist:

- ✓ Full inventory of IT systems, tools, and platforms completed
- ✓ Cloud-readiness and cybersecurity posture assessed
- ✓ System integration gaps and technical debt documented
- ✓ Tech stack reviewed for scalability and interoperability
- ✓ IT roadmap defined to align with transformation goals

Data maturity

In today's digital world, data is your most valuable asset, but only if it's usable. This dimension assesses how well your organization collects, stores, manages, and uses data to drive decisions.

Many businesses are still trapped in data silos: customer info in sales spreadsheets, finance in accounting tools, operations data locked in PDFs. Without centralization and governance, decision-making becomes slow, biased, or guesswork-driven.

Imagine a B2B service firm launching a marketing automation platform. If customer segmentation data is inconsistent or missing, even the best tools fail to deliver personalized outreach.

Organizations with higher data maturity typically have:

- Clean, centralized datasets
- BI dashboards for operational visibility
- Governance models for data ownership and quality

Only with trustworthy data can companies unlock AI, machine learning, and predictive insights.

Checklist:

- ✓ All core data sources mapped, cleaned, and de-duplicated
- ✓ All core data sources mapped, cleaned, and de-duplicated
- ✓ BI dashboards or analytics tools deployed for decision support
- ✓ Data governance framework in place (ownership, quality, access control)
- ✓ Data integrated across key systems (CRM, ERP, finance)
- ✓ Use of data in strategic decisions tracked and encouraged



Result

Digital readiness is not a theoretical concept, it must be visible in practice. If your organization is truly on the path of transformation, there should already be tangible results, even if small.

This dimension evaluates whether your past or current digital initiatives have produced measurable business outcomes:

- Have we reduced manual workload or rework?
- Have we improved customer experience or response times?
- Have we increased data visibility or shortened decision cycles?
- Have we tied specific KPIs or ROI metrics to our transformation initiatives?
- Are we seeing momentum (compounding gains, growing adoption), or just motion (isolated activities with no lasting effect)?

These examples of results are not just success metrics, they are evidence of readiness in action.

- Efficiency gains (claims processing time reduced from 5 days to 2 days)
- Customer satisfaction (higher NPS scores after launching digital self-service)
- Cost savings (automation of reporting saving 100+ hours/month)
- Revenue lift (cross-sell success after CRM and marketing automation integration)
- Employee engagement (higher adoption of digital tools or participation in training)

Organizations that define transformation KPIs, track ROI, and share early wins create a virtuous cycle:

- They build trust and credibility
- They gain support for further investments
- They identify what's working and what's not

Transformation isn't about doing more digital things, it's about proving that digital makes a difference.

Checklist:

- ✓ KPIs for digital initiatives defined and monitored regularly
- ✓ Business outcomes tracked (efficiency, customer satisfaction, revenue impact)
- ✓ ROI calculations or estimates documented
- ✓ Early wins or case studies communicated internally
- ✓ Clear distinction between real momentum vs. surface activity

III. Digital transformation readiness scorecard (self-assessment)

Use this scorecard to evaluate your organization's readiness for digital transformation. You will assess 6 key dimensions. Each dimension includes a set of questions or checklist items. For each dimension, assign a score from 1 (low readiness) to 5 (high readiness) based on how well your organization meets the criteria.

To help you put this framework into action, we've created a downloadable Excel-based scorecard that allows you to rate each dimension and calculate your overall readiness score.

[Download](#)

to get started.

How to use this scorecard

- Review each of the six dimensions listed below.
- For each dimension, reflect on related practices, policies, tools, and outcomes within your organization.
- Score each dimension from 1 to 5, where:

- | | |
|---|--|
| 1 | Not in place / No activity |
| 2 | Informal or ad hoc efforts, early exploration |
| 3 | Some activity in place, but fragmented or inconsistent across the business |
| 4 | Structured initiatives with partial adoption and measurable progress |
| 5 | Strong, integrated, and effectively operational across the organization |

- Add up your total score (maximum possible score = 30).
- Use the interpretation guide below to understand your readiness level.

Assessment dimensions

Dimensions	Description (you can also use our example checklist in section II)	Score (1–5)
Leadership and vision	Does your leadership team have a clear digital vision and support transformation initiatives?	
People and culture	Are employees digitally literate, open to change, and supported in building digital skills?	
Processes and operations	Are core business processes optimized, digitized, and flexible for transformation?	
Technology infrastructure	Does your technology infrastructure support innovation, integration, and scalability?	
Data maturity	How well does your organization manage and use data for insights and decisions?	
Results	Are there measurable outcomes from digital initiatives (efficiency, customer experience)?	

How to interpret your score

Total score	Readiness level
26–30	Ready to scale transformation: Your foundation is strong, and you likely have the leadership, culture, and systems in place to accelerate digital initiatives. Focus now on scaling and innovating.
18–25	Some gaps to close, but foundation exists: You're on the right track, but a few weak spots could slow down progress. Identify key areas to improve, whether it's process alignment, data integration, or change management.
<18	Not yet ready – focus on internal capacity building: Core foundations need work before scaling transformation. Start by strengthening leadership support, upskilling teams, and modernizing infrastructure.

IV. What to do next?



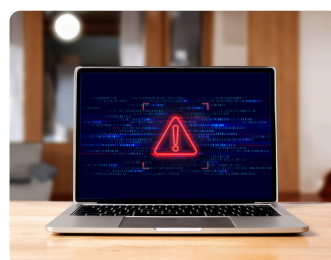
Score: 26–30

You're ready to scale transformation



Score: 18–25

Some gaps to close, but foundation exists



Score: Below 18

Not yet ready: focus on internal capacity building

Now that you've completed your digital transformation readiness self-assessment, here's how to move forward based on your total score. This guide will help you turn your score into a practical, strategic roadmap.

Score: 26–30. You're ready to scale transformation

You've built a solid foundation. Your organization is aligned, and capabilities are mature across leadership, culture, technology, and data.

Next steps:

- 1 Scale successful initiatives (0–6 months): Identify successful pilots and expand them across functions or regions. Example: A regional digital sales platform that's working well should be rolled out nationally.
- 2 Prioritize for impact (0–3 months): Use internal data and business KPIs to focus on areas where transformation will drive the most value.
- 3 Strengthen governance (3–6 months): Appoint initiative owners (CIO/CDO, digital PMO), define clear KPIs, and ensure active executive sponsorship.
- 4 Build long-term resilience (6–12 months): Establish innovation labs, launch continuous upskilling programs, and form strategic partnerships to stay ahead.

Common pitfalls to avoid:

- Rolling out initiatives too quickly without localized adoption plans.
- Failing to assign clear accountability for transformation results.

Score: 18–25. Some gaps to close, but foundation exists

Your organization has made progress, but there are still capability or alignment gaps holding you back. Focused efforts can position you for scalable transformation in the near term.

Next steps:

- 1 Build a 6–12 month action plan:
 - Month 1–3: Focus on leadership alignment and cross-functional collaboration.
 - Month 3–6: Pilot use cases in high-priority areas (automation, digital customer engagement).
 - Month 6–12: Measure success, adjust based on feedback, and prepare for broader scaling.
- 2 Strengthen cross-functional alignment: Facilitate collaboration across departments to reduce silos and align efforts toward shared digital goals.
- 3 Pilot targeted initiatives: Start small with digital use cases in key departments to build momentum and demonstrate early wins.
- 4 Measure and adjust: Implement clear KPIs to track progress and iterate quickly based on results.

Common pitfalls to avoid:

- Starting too many initiatives at once without proper support.
- Ignoring process redesign when introducing new tools.

Score: Below 18 – Not yet ready: focus on internal capacity building

Your organization lacks the core foundations required for successful digital transformation. Focus now should be on building internal alignment, capabilities, and culture before introducing complex technology initiatives.

Next steps:

- 1 Start with leadership and vision (0–3 months): Align top leadership on a clear digital vision and define strategic objectives.
- 2 Develop foundational capabilities (3–12 months):
 - Improve process maturity
 - Build digital skills across teams
 - Upgrade basic digital infrastructure (cloud readiness, data hygiene)
- 3 Avoid premature technology investments: Delay major rollouts (ERP, AI platforms) until your team and processes are ready to support them.
- 4 Create a readiness roadmap: Use this self-assessment as a baseline. Reassess in 6–12 months to track progress and recalibrate your strategy.

Common pitfalls to avoid:

- Implementing expensive digital solutions before internal alignment and skills are in place.
- Treating transformation as an IT-only initiative.

V. Case Study: Schneider Electric – Building transformation on readiness



Company profile

Schneider Electric is a global leader in energy management and industrial automation, operating over 200 factories worldwide.

Challenge

Aiming to modernize its legacy manufacturing sites, Schneider Electric launched the "Smart Factory" initiative. Recognizing that successful transformation required more than just technology, the company prioritized assessing and enhancing digital readiness across leadership, workforce, processes, and infrastructure.

Approach

Schneider Electric implemented a structured strategy focusing on four key areas:

- Leadership and governance: Established a centralized transformation office with executive sponsorship and clear KPIs to guide the initiative.
- Workforce empowerment: Introduced the "Smart Factory Champion" role at each plant to lead digital adoption, ensuring localized leadership and accountability.
- Process optimization: Standardized core operational workflows prior to digitization to prevent scaling inefficiencies.
- Technology infrastructure: Gradually integrated IoT sensors, cloud-based dashboards, and predictive analytics, leveraging the EcoStruxure platform for scalable solutions.

Results

Schneider Electric's methodical approach yielded significant outcomes:

- Achieved a 44% reduction in machine downtime at the Batam Smart Factory.
- Improved on-time delivery by 40% and increased operational efficiency by 12%.
- Reduced energy consumption by 26% and net CO2 emissions by 30% at the Lexington Smart Factory.
- Recognized by the World Economic Forum as a "Lighthouse Factory" for leading in Fourth Industrial Revolution technologies.

Takeaway

Schneider Electric's experience underscores that digital readiness is foundational to successful transformation. By aligning leadership, empowering employees, optimizing processes, and upgrading infrastructure, the company effectively scaled its smart factory initiative, achieving measurable improvements in efficiency, sustainability, and operational performance.

VI. How Ekotek can support your digital transformation journey

Every organization's path to digital transformation is unique. That's why success requires more than just technology, it demands a deep understanding of where you are today, and a clear roadmap for where you want to go. Ekotek works with SMEs and enterprises to turn ambition into action, aligning strategy, technology, and execution with your digital readiness.

We bring cross-industry experience, optimized workflows, and scalable teams that adapt to your evolving needs. From foundational modernization to enterprise-wide transformation, we help you move with speed and precision, while applying emerging technologies like AI, blockchain, and IoT where they create real impact.

Ekotek is your trusted partner for building future-ready digital capabilities, whether you're just starting or ready to scale.

Our core capabilities



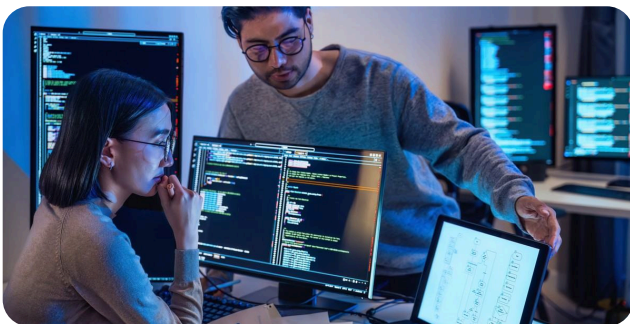
DX consulting and strategy

We help you reshape your business model and operating logic with digital-first thinking. From maturity assessment to roadmap design, our advisory services are grounded in real-world outcomes, not just frameworks.



UI/UX design and ideation

We design human-centered interfaces that are intuitive, inclusive, and built to drive adoption, from the first prototype to the final pixel.



DX product development

End-to-end custom software development tailored to your transformation goals. We work with emerging technologies like AI, blockchain, and IoT to deliver scalable digital solutions, built for now and for what's next.



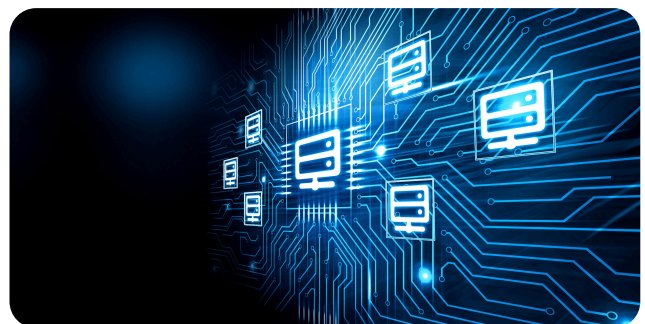
Maintenance and operations

Transformation doesn't end at launch. We provide continuous support to ensure your systems are secure, stable, and evolving with your business.



IT modernization

IT modernization: We help you revitalize legacy infrastructure by transitioning to cloud-ready, scalable architectures that future-proof your operations.



System and data migration

Seamless, secure migration of critical systems and data, with minimal business disruption and full compliance with industry standards.

VII. Conclusion

Throughout this ebook, you've explored how to assess your digital readiness and plan the next steps. Here's what to remember:

- Transformation readiness is not binary, it's a continuum that evolves over time.
- Leadership, people, and culture are as important as tech infrastructure and tools.
- Small wins matter, even early results can build momentum and trust.
- A tailored strategy beats a one-size-fits-all approach.

Ekotek believes readiness is the most overlooked, but most crucial factor in digital success. Whether you're taking your first step or scaling what works, we're here to help you turn your strategy into results, sustainably, securely, and with purpose.

Let's build what's next, together.

[Book a 30-minute call](#)

with our expert to start your transformation journey.



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