

### **Checklist to determine how many change initiatives can reasonably be launched**

*Use this checklist to determine whether or not another change initiative should be launched in the organization.*

|                                                       |                                                                                                                                               |
|-------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Proposed Change Project:</b>                       |                                                                                                                                               |
| <i>Enter "Yes" or "No" in the column on the left.</i> |                                                                                                                                               |
| <b>Change in the Organization</b>                     |                                                                                                                                               |
|                                                       | Has there been significant change in the organization over the last 6 months to a year?                                                       |
|                                                       | Is the proposed change very complex?                                                                                                          |
|                                                       | Have the last few change initiatives been successful?                                                                                         |
|                                                       | Were stakeholders sufficiently engaged in previous change initiatives?                                                                        |
|                                                       | Is there a vision for the proposed change?                                                                                                    |
|                                                       | Can the vision be easily shared throughout the organization?                                                                                  |
|                                                       | Is the proposed change aligned to the strategic goals?                                                                                        |
|                                                       | Is there anything else going on in the organization that may impact commitment to and ability to successfully implement this proposed change? |
| <b>Resources Needed</b>                               |                                                                                                                                               |
|                                                       | Are there internal resources to manage the proposed initiative?                                                                               |
|                                                       | If "yes" to internal resources, are they available and are they interested?                                                                   |
|                                                       | Can external resources, if needed, easily be sought?                                                                                          |
|                                                       | Are resources currently deployed on other initiatives that will impact their ability to participate in this initiative?                       |
|                                                       | Does senior leadership have the time to devote to the proposed change initiative?                                                             |
|                                                       | Is management interested in the initiative and therefore willing to commit and support internal resources?                                    |
| <b>Leadership and Stakeholder Support</b>             |                                                                                                                                               |
|                                                       | Do the majority of senior leadership team members support the proposed change initiative?                                                     |
|                                                       | Is there broad support for the proposed change among all stakeholder groups?                                                                  |
|                                                       | Is there time to commit to getting support <i>prior</i> to launching the actual proposed change initiative?                                   |
| <b>Budget Available</b>                               |                                                                                                                                               |
|                                                       | Is there sufficient budget available to promote, launch, manage and implement the proposed change initiative?                                 |