

Checklist to ensure the pilot group will be effective in testing and evaluating the change:

Have the following been considered/planned for/created to ensure successful pilot group testing... <i>Can you answer “Yes” for each statement below?</i>	
	Those individuals selected to participate in the pilot group have the interest and time to participate
	There is a mechanism in place to gather feedback from the pilot testing group
	There is a checklist or other documentation to ensure that the right processes are being tested as part of pilot group testing
	The pilot testing group are individuals who are impacted by the change and have a vested interest in a successful change
	The managers of the individuals selected for pilot group testing support their staff’s involvement
	The expectations of pilot group testing participation is clear and concise
	There are clearly defined roles and responsibilities of pilot group testers
	Communications are planned specifically for pilot group testers to ensure they remain “in the loop” during the change project
	There is technology and other necessary structure in place to support pilot group testers
	There is training available, or being created, to ensure the pilot group tester are able to utilize the change
	Time for pilot testing has been scheduled on calendars – even if currently time periods are tentative