

**Checklist to ensure key questions about change can be answered by leadership**

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| Can you answer the following questions about change <i>before</i> officially launching and communicating about the change? |  |
|  | WHO will be impacted by the change?            |
|  | WHAT is the change?                            |
|  | WHY does the change have to happen?            |
|  | WHEN will the change happen?                   |
|  | WHERE will the change specifically take place? |