

Preparation to Enable Adoption of Change Worksheet

Why is the change initiative being launched?	<i><Consider: business drivers that are pushing for change, competition, financial stability, etc.></i>
What is the vision for the change?	<i><Ensure vision supports the strategy of the organization, is clear and understandable and the organization's employees can achieve that vision.></i>
What is the gap between how the organization is today to how we need to be to achieve the vision for the change?	<i><Consider all aspects of the business – the larger the gap, the more complex the initiative. Consider also what will be done to close the gap, e.g., training, etc.></i>
Who within the organization is impacted by this change?	<i><Consider every possible stakeholder – even those with a minor impact.></i>
What does success look like?	<i><Consider success from the perspective of the organization as well as those individuals impacted by the change project.></i>
What details regarding the change can be and must be shared now?	<i><Consider process changes, new technology, new opportunities, skill building, etc.></i>
What will <i>not</i> change?	<i><Focus here on what is NOT going to change, this enables for perspective.></i>
How much resistance is expected?	<i><Consider how much resistance is expected. The more complex the initiative, the more people impacted – the more resistance that can be expected. Dramatic changes that impact every aspect of how people work within the organization – and potentially whether or not individuals will have jobs – will create more resistance.></i>

What else is going on in the organization?	<i><Are there other changes in progress? Is the organization in the middle of a “crunch” such as to meet sales goals or get product out the door? If so, this will impact the ability for employees to engage in this change.></i>
What channels exist for communicating about change?	<i><Consider a variety of options that might be used to effectively communicate about and engage employees in change.></i>
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