

Worksheet: What's Your Strategy for Change? Try Ours.

Defining the change

What is the change?	What is driving it?	Why is it important?

What internal stakeholder(s) will it impact, and how?

Stakeholder /Group(s)	How will the change impact them?	What will they need?

What external stakeholder(s) will it impact, and how?

Stakeholder /Group	How will the change impact them?	What will they need?

Action planning to inform a more detailed project plan and timetables

How will we foster alignment around the change?	
What is our communication plan throughout?	
Who will drive the change?	
What roles will others play?	
Who will make decisions?	
Do we have the skills to implement the change? If not, how will we fill the gap(s)?	
How will roles and resourcing change as a result of the implementation?	
<u>At key intervals</u> : What are we learning? How do we need to adjust our plan?	