

# CHANGE PROCESS MAP

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**Spare Changes**

TRANSFORMING SMALL  
BUSINESS



# CHANGE MANAGEMENT | PROCESS MAP

## PRE-PLAN

Change analysis:  
why is the  
change  
necessary?

Who are your  
stakeholders?  
Are they ALWAYS  
your  
stakeholders?

What are the  
anticipated  
outcomes of  
initiating this  
change?

## COMMUNICATE

Share why the  
change is  
necessary and ask  
for feedback from  
stakeholders  
ONLY & decide  
HOW you will  
share it with non-  
stakeholder team  
members

## PLAN

Identify what  
processes need  
updated

Map ECC and  
identify risk. Plan  
how you will  
mitigate.

Identify impact  
on people  
(training, tools,  
etc.)

Plan praise and  
reward

## COMMUNICATE

Share the plan  
with your team  
(partners)

Standard  
Operating  
Procedures (SOP)  
updates

Share additional  
updates (even  
when there isn't  
one)

## IMPLEMENT

## SUSTAIN & EVOLVE

Positive  
reinforcement

Interrogate

Iterate

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**PRE-PLAN**

**COMMUNICATE**

**PLAN**

**COMMUNICATE**

**IMPLEMENT**

**SUSTAIN &  
EVOLVE**