

Checklist for Change Management



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Using this checklist will double your chances of having a successful change program.

Change Management Elements	Do you have the capability to accomplish this element?	If not, how will you close this gap?
1. Have we set a vision for the future that is clear, compelling and provides a burning platform for change? Is this vision / key results one that will motivate staff to change behaviors?		
2. Is our leadership team aligned around this vision? Are they committed to and fully support the vision through their actions?		
3. Do we have a detailed roadmap and plan for the change? As part of this plan, do we clearly understand what groups, teammates, are directly or indirectly impacted by the change(s)?		
4. Do we have our key stakeholders, impacted people leaders and influencers on-board?		
5. Do we have plans in place to help leaders effectively lead the change effort?		
6. Do we have communication and training plans in place, are we equipped to use it, over-communicate the "why", benefits to each audience group?		
7. Do we have a keen focus on execution and celebrating small wins? Do we have a system in place to transparently share key result metrics?		
8. Are you, as a leader, equipped to be a role model for the teamwork, communication, and new behaviors needed to make this change program a success?		
9. Can we create a system to measure use of new process and behaviors? Do we also have a system to give positive feedback when we see the new processes and behaviors used correctly?		
10. Do we have plans in place to align existing company policies, and our culture in support of our new way of working?		

Learn more about how you can improve your change program. Visit www.nspandco.com or write to nstpierre@nspandco.com.

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