

CHANGE MANAGEMENT PLANNING CHECKLIST

Organisation:

Department (if appropriate):

Item	Tick	Date
1. Map the current structures and climate / culture:		
a. Identify and recognise the set of values, behaviours and structures which currently exist within the organisation. Include Management Styles		
b. Identify the current Control Structure		
c. Establish the efficiency and effectiveness of the formal organisational structure and informal networks which make it tick		
2. Appoint a Change Champion at senior level and Change Agents at departmental levels		
3. Decide upon the composition of the team which will drive the change programme forward.		
4. Establish the new culture, structure and vision towards which they should be striving.		
5. Carry out a Change Analysis		
6. Carry out a Change Impact Analysis		
7. Decide the Scope of the Change Programme. Examine:		
a. Market and Customers		
b. Products and Services		
c. Business Processes		
d. People and Reward Systems		
e. Structures and Facilities		
f. Technology required		
8. Develop the Case for Change.		
9. Decide on the Communications Strategy		
10. Establish the Change Plan		
11. Cost the Change Programme		
12. Analyse management competencies		
a. Identify additional management needs		
b. Decide whether to train (long term) or contract (short term)		

or a mixture of the two.		
13. Implement the Change Programme		
a. Agree the implementation strategy		
b. Agree time scales		
c. Establish detailed implementation plans		
14. Establish proper project management		
15. Communicate at all levels		
a. Personalise the case for change		
b. Ensure participation at all levels		
c. Anticipate stress and how to cope with it		
d. Be honest		
e. Motivate people.		
16. Train people:		
a. Establish an effective reward system		
b. Establish a programme of continuous development at all levels		
c. Establish effective appraisal and feedback systems		
17. Manage the entire process		
a. Plan		
b. Allocate Resources		
c. Organise		
d. Implement		
e. Monitor		
f. Control		
18. Review the Change Programme and establish lessons learned		
19. Close the Change Programme		
20. Identify the next Change Programme (go back to item 1)		

If you would like further guidance on using this checklist, please contact us:



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