

Change Management Worksheet

Utilize this worksheet to help organize the process change you plan to implement.

CLEARLY DEFINE THE CHANGE AND ALIGN IT TO BUSINESS GOALS		

**DETERMINE IMPACTS
AND THOSE AFFECTED**

X
X
X

**DEVELOP A
COMMUNICATION
STRATEGY**

X
X
X

**IMPLEMENT A SUPPORT
STRUCTURE**

PROVIDE EFFECTIVE TRAINING		

**FOLLOW UP: MEASURE
THE CHANGE PROCESS**

