

Checklist

A Basic Checklist for Change Managers

Change: <Insert change title>

Date: <Insert date>

A quick checklist for implementing change in the workplace.

Task identified	Y/N
<p>Do you have a clear idea about why this change is necessary?</p> <p>What are the forces/people driving the change (and what are the forces/people opposed to it)?</p> <p>What data support the decision/s?</p> <p>What are the benefits, in terms of better client service and/or improved operational efficiency, that the proposed change is expected to achieve?</p> <p>Can you explain the need for change simply and concisely to the people affected?</p>	
<p>What approvals will you need to implement the change?</p>	
<p>How will this change fit with the other changes that are affecting this work group?</p> <p>How ready is the group for this change?</p> <p>What will be the impact of this change on the people in the group?</p>	
<p>How will you consult with the people affected and the unions representing them?</p> <p>How will you ensure effective consultation with the people who do not belong to the dominant groups (professional, gender etc.) in the work place?</p> <p>Are there language or cultural issues that need to be taken into account?</p>	
<p>How will you involve the people affected by the change (staff, clients, stakeholders) in planning a response to the need for change?</p>	
<p>What resources will be required?</p> <p>Capital – accommodation, equipment etc.</p> <p>Recurrent – salaries, grants etc.</p> <p>New skills – recruitment, training and development</p>	
<p>How will you manage the staffing and industrial issues involved?</p> <p>Will the changes affect one group in the workplace (eg women) more than others?</p> <p>Are some people likely to be displaced from their present jobs?</p>	
<p>How long do you expect the implementation phase to take?</p> <p>How will you support your staff through this period?</p> <p>How will you maintain your relationships with your clients and external stakeholders during this time?</p> <p>How will you demonstrate to senior management that the process is on track and delivering expected results?</p> <p>How will you maintain the work output of the group during the change period?</p>	
<p>How will you know that the change has been successfully implemented?</p> <p>Evaluation processes need to be built into the implementation plan from the beginning.</p>	