

Checklist

A Basic Checklist for Change Managers

Change: <Insert change title>

Date: <Insert date>

A quick guide for implementing change in the workplace.

Preparing for change

Task identified	Y/N
Identify the sponsor of the change.	
Why is the change occurring and are there any identified benefits?	
Identify who and what the change will impact on (consider all people, systems, processes from major to minor that may be affected by the change).	
Is the change significant enough that consultation should occur? If so, identify all stakeholders.	
Have all key managers been consulted regarding the change and relevant impacts considered? Market the why and the benefits.	
Consider when and how affected people should be introduced to the impending change.	
Is there a need to communicate with relevant unions?	
Have you identified perceived barriers to the change?	
Do you have a communication strategy prepared? Any media interest potential?	

Managing the change

Task identified	Y/N
Do all key managers and supervisors involved in the change have a consistent and clear message on the change and any identified benefits? Emphasize the 'why'.	
What level of training and support is required?	
Do you need to keep relevant stakeholders informed?	
Continue to communicate through a range of mechanisms eg email, face-to-face, Agency Communication Officers (re-emphasize the benefits).	
Ensure there are appropriate feedback mechanisms in place.	

Evaluating the change

Task identified	Y/N
How well has the change been effected? Measure the outputs/outcomes if appropriate.	
Is any follow-up gap training required?	
Are there any outcomes to be communicated?	
Is there a requirement for a formal review period?	
Any recommendation's eg lessons learnt from the evaluation?	
Has all appropriate documentation been submitted if required?	