Checklist (Option 2)

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. | **Yes/No.** |
| --- | --- |
| 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 employees, 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 employees 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. | Yes/No |
| --- | --- |
| 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 employees / other 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. | Yes/No |
| --- | --- |
| 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? |  |