



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	What do we need to change?	
	Why is this change required?	
	What is the timeframe and deadlines for the change?	

**DETERMINE IMPACTS
AND THOSE AFFECTED**

What are the impacts
of the change?

How will the change
impact?

- Stakeholders
- Departments
- Individuals

Anticipate, how will the
change be received and
how might you address
them?

**DEVELOP A
COMMUNICATION
STRATEGY**

Who needs to learn of the change?

What is the detailed message that will be communicated?

- Stakeholders
- Department
- Individual

What channels of communication will be used (ex: University News, email, newsletters, open forums, 1:1's, dept meetings, etc.)

What is the timeline for each piece of communication to be disseminated?

**IMPLEMENT A SUPPORT
STRUCTURE**

How will feedback be managed?

Where is support most required?

What types of support will be most effective?

PROVIDE EFFECTIVE TRAINING

What behaviors and skills are required to achieve business results?

What training delivery methods will be most effective?

What is the training schedule timeframe?

**FOLLOW UP: MEASURE
THE CHANGE PROCESS**

Did the change assist in
achieving business goals?

Was the change
management process
successful?

What could have been done
differently?