## Change Management Plan

| STEP | ACTIONS |
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| Step 1 – Purpose and Need | Are the partners clear about the need for and purpose of, the project?  Have the partners developed a Strategic Plan for the change project?  Are the partners clear about the Vision, Objectives and expected Outcomes?  Does this Plan incorporate Risk Management strategies? |
| Step 2 - Leadership | Who is the Change Manager?  What roles do the partners (and their boards)  have in the change process?  Is there a change management team?  Are the partner representatives (eg   managers an, staff) fully briefed   and engaged in the change plan?  Does everybody understand the boundaries   of their roles and responsibilities? |
| Step 3 – Communication | Has a communication plan been agreed and documented for the change project?  Does this plan (including the Vision and strategies) have visuals (for people to grasp and remember)?  Has a communique been developed to be used by all partners to communicate the project to all concerned?  Have regular meetings between partners been planned up front?  Are partners planning a calendar of meetings with their staff, volunteers and stakeholders throughout the change project? |
| Step 4 - Cooperation | What have you put in place to encourage people to get involved in the change process:  Ideas?  Actions?  Feedback? |
| Step 5 - Evaluation | Do you have an evaluation plan?  Is the evaluation plan being implemented?  How are staff involved in the evaluation?  Have you benchmarked current systems and processes? |
| Step 6 – Recognition | Have you developed short term plans with your staff and volunteers to assist them through the change process?  What have you got in place to celebrate short term successes? |

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| Step 7 – Maintaining the momentum | Are you maintaining your communication with staff– documented? (even when nothing appears to be happening)  If you are falling behind, is there anything that can be organised to assist in bringing things up to date? |
| Step 8 – The New World Order | Have you achieved the outcomes you expected?  Have you carried out an end of project (summative) evaluation of the outcomes of the change project? |
| Step 9 - Celebrate | How are you going to celebrate |