## 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 |