

Managing Change Successfully

Planning Worksheet

What people need	What do you need to plan? (Who, etc)	What else is needed?
What, Who, When, Where		
Need to hear from credible sources (not gossip)		
Needs goal stated clearly (measurable, time oriented)		
All levels need to be informed		
Positive impact of change		
Recruit advocates		
Why		
Allow to grieve what is lost (what feedback systems do you have in place?)		
Acknowledge what will change and what they will give up		
Advertise positive advancements		
Repeat the goal and the reason for the timeframe set		
Ask advocates what support they need		
How (process)		
Report Progress		
Celebrate or Prod		
Positive Feedback		
Advertise accomplishment		
Compare to original goal		