



## CHANGE READINESS PULSE CHECK

---

### MOTIVATORS FOR CHANGE:

- What is the source of the change?
- Is the pressure to change felt equally by the initiator and those impacted?
- Who are the various stakeholders impacted?
- How legitimate do they consider the change?
- What might be the gains and losses facing the various stakeholders (perceived and real)?
- What might be the impacts on employee physical and psychological wellness?
- What might be stakeholder concerns at this stage? In 3 months, 6 months, etc.?

### LEADERSHIP AND VISION:

- Is there a clear vision of the change that is intended?
- How was it developed?
- Is it supported by a Sponsor?
- Does the leadership driving the change have credibility and trust with the stakeholders?
- Does the Vision make sense both intellectually and emotionally?

### PEOPLE READINESS:

- Does the Change Agent/Leader have the skills, knowledge and attitudes needed to realize the change?
- Do the stakeholders possess sufficient awareness and skills to enable the change?
- What trust building and training/learning opportunities exist (technical and soft skills) to equip the incumbents? What needs to be developed?

### TRANSLATING THE VISION INTO ACTION:

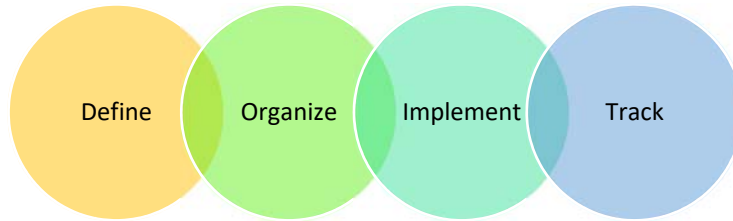
- Is the change easy to translate into concrete actions?
- What is needed to translate efforts into concrete meaning for those impacted by the change?
- Is the team able to readily track progress on change implementation?
- Are there concrete communication mechanisms in place to provide feedback to the stakeholders with respect to progress in implementing change (two-way communication)?

### REWARDS & INCENTIVES FOR CHANGE

- How will we recognize progress in order to build and maintain momentum?
- How will we reward progress in order to anchor desired behaviours?
- Are these rewards valued by the incumbents?

# CHANGE MANAGEMENT PLANNING PROCESS

[Click here for the Change Management Planning Process Tool](#)



## Step 1: DEFINE

### Define the Change:

- Context
- Type
- Vision and Goals
- Scope
- Impact
- Governance Structure

### Analyse Capacity:

- Estimate the organization's capacity
- Evaluate risks (organizational and employees)

### Identify Stakeholders

## Step 2: ORGANIZE

### Implement the Governance Structure:

- Determine who should be involved
- Define how the group will make decisions
- Regulate how the group will escalate issues and ensure follow-up

### Ensure Clarity of Governance Structure:

- Does everyone know their responsibilities?

### Define the Change Management Strategy:

- Role of Sponsor
- Communication Plan
- Educational Strategy
- Secure Early Buy-in
- Conduct Impact Analysis

## Step 3: IMPLEMENT

### Manage:

- Executions of communication & awareness raising plan
- Implementation and adoption of broader management strategy (buy-in of key stakeholders)
- Alignment of the organization based on the impact analysis

## Step 4: TRACK

### Maintain an approach of continuous improvement:

- Ensure a strategy to fully integrate the changes
- Manage and follow up on benefits realization
- Manage and follow up on change, manage the gaps to get back on track
- Celebrate the wins
- Document lessons learned