

Change Management Check List

Good Practice Element	Checklist		
<p>Data Capture and Recording</p> <p><i>Feedback should be collected in a systematic manner and captured via consistent methods. The process should ensure feedback is protected until it can be electronically stored.</i></p>			
<p>Change Management is an essential component of every business process transition. The following check list should be used to determine the current capability status and to determine critical success factors.</p>			
	Y	N	Comments
Is the executive team clear and supportive of what we are trying to achieve?			
Is there clear support from the management team?			
Is the project team clear about what is expected of them?			
Does the project team allow sufficient time to review and discuss project issues?			
Is project communication adequate?			
Do we have the right people with adequate skills to ensure success?			
Does the project team understand the effort required to complete the project?			
Do we have the right people with the right skills?			
Are those most affected by the change involved in discussing and identifying suitable actions to move forward?			
Have we taken appropriate action to gauge and monitor anxieties and concerns?			
Do employees support what we are doing?			
Have the project aims and issues been communicated clearly to employees?			
Has adequate training in the new system been provided?			

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Is the project team capable of providing coaching?			
Does the new system assist employees in performing effectively in the new environment?			
Do policies and procedures enable high performance?			
Has sufficient decision making authority been given to key positions?			
Have performance measures been defined?			
Has the project been planned to a sufficient level of detail?			
Is the transition plan adequate?			
Have critical success factors been defined?			