**Template**

Change Management Evaluation Tool

Change: <Insert change title>

Date: <Insert date>

The following document will help you review your change process; including the planning and communication strategies you used. It will help you look at what worked well and what could be improved. Evaluating and reviewing a change process will enable you to learn and improve on the way you implement, plan and communicate change.

| Descriptor. | Comments/Feedback |
| --- | --- |
| What were the key objectives of the change? |  |
| What was achieved once the change was implemented? |  |
| What has enabled you to sustain the change? |  |
| Did you effectively plan the change? |  |
| Would you do anything differently next time during the planning stage? |  |
| Did you communicate with the right people at the right time in the right way? |  |
| Would you use different communication strategies in the future? |  |
| What worked well with the change process? |  |
| What would you do differently next time? |  |
| What were the key lessons learned? |  |

**Reference:** Adapted from resources developed by the Department of State Growth, Tasmania, 2015.