Checklist (Option 1)

A Basic Checklist for Change Managers

Change: <Insert change title>  
Date: <Insert date>

A quick checklist for implementing change in the workplace.

| Task identified. | **Yes/No.** |
| --- | --- |
| Do you have a clear idea about why this change is necessary?  What are the forces/people driving the change (and what are the forces/people opposed to it)?  What data support the decision/s?  What are the benefits, in terms of better client service and/or improved operational efficiency, that the proposed change is expected to achieve?  Can you explain the need for change simply and concisely to the people affected? |  |
| What approvals will you need to implement the change? |  |
| How will this change fit with the other changes that are affecting this work group?  How ready is the group for this change?  What will be the impact of this change on the people in the group? |  |
| How will you consult with the people affected and the unions representing them?  How will you ensure effective consultation with the people who do not belong to the dominant groups (professional, gender etc.) in the work place?  Are there language or cultural issues that need to be taken into account? |  |
| How will you involve the people affected by the change (employees, clients, stakeholders) in planning a response to the need for change? |  |
| What resources will be required?  Capital – accommodation, equipment etc.  Recurrent – salaries, grants etc.  New skills – recruitment, training and development |  |
| How will you manage the staffing and industrial issues involved?  Will the changes affect one group in the workplace (eg women) more than others?  Are some people likely to be displaced from their present jobs? |  |
| How long do you expect the implementation phase to take?  How will you support your employees through this period?  How will you maintain your relationships with your clients and external stakeholders during this time?  How will you demonstrate to senior management that the process is on track and delivering expected results?  How will you maintain the work output of the group during the change period? |  |
| How will you know that the change has been successfully implemented?  Evaluation processes need to be built into the implementation plan from the beginning. |  |