

Change Planning Worksheet	
Duration	Change Summary (what is changing):
	List key achievements or milestones associated with the change:
	How long will the change effort take? How often will the team convene for progress reports?
Integrity	Who should be on the team or who should be consulted to select/identify team members? What skills are needed to achieve the milestones above? Where are there gaps in skills? Does this team have the bandwidth for this work?
Commitment	Create a sense of urgency – state reason for change & why it is important (Keep working on this until you can articulate clearly & concisely): What communication channels can I use to generate support the change? How often? (Prioritize

	one on one conversations by who will be most impacted)
Effort	How much additional work will this require & for whom? What strategies will minimize the impact to the staff?

Managing Transitions

<i>What is changing?</i>	
<i>What will be different as a result of this change?</i>	
<i>Who will lose what?</i>	

Notes: