

# Your Change Checklist

## Messaging & Alignment

### Make a Compelling Case for the Change:

1. Did you craft a compelling message starting with the why?
2. Does it include the risk of not changing and a sense of urgency?
3. Is the messaging simple and repeatable?

### Engage the Right People for the Change

1. Did you identify the right stakeholders and sponsors?
2. Is there alignment around the proposed message?
3. Is there a shared vision of the intended outcomes and goals?

## Impact & Coalitions

### Gauge the Impact of the Change

1. Is the organization ready and willing to adopt this change?
2. Did you analyze the change impact and interdependencies?
3. Is there a resistance management approach?

### Build a Coalition for the Change

1. Have you recruited a team of leaders and influencers?
2. Did you provide the coalition with the message & tools?
3. Is there a feedback loop with the coalition members?

## Training & Communication

### Train Your People for the Change

1. Do you know what the skills-gap are for the future state?
2. Did you prepare managers to help with the change?
3. Did you build a training plan?

### Communicate Your Change Story

1. Did you segment your audience according to needs?
2. Did you build a communication plan?
3. Can you sustain the effort with updated messaging and information?