OE CHANGE MANAGEMENT CHECKLIST

STEP	YES	NO	IN PROGRESS
CHANGE MANAGEMENT TEAM			
We have appointed a change manager for our team			
We have all the change management resources we need to effectively deliver results			
We have reviewed our Change Management Plan with COrWE			
CASE FOR CHANGE			
We have a clear case for change that is meaningful for all stakeholders			
VISION			
We have a compelling description (rational and emotional) of a desired future that speaks to the interest of each stakeholder group			
CULTURE AUDIT			
We have conducted a cultural audit (formal or informal) to determine what will support and what will impede out changes			
ASSESS CAPACITY AND IMPACT			
We have specified the changes that will occur - Process - Policies - Capabilities - Systems - Organization - Behaviors - Beliefs - Values			
We have identified specific groups that will be impacted by the changes and prioritized them according to the amount of impact we anticipate for them and the significance of their participation in reaching our objectives			
For high priority groups, we have completed an assessment of their capacity to change			
We have completed an impact assessment for each priority group and informed the PO of the level of impact each group will experience			
We have developed a heat map to show the amount of impact each group will experience in a given time period			

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LEADERSHIP SPINE			
We have identified the leaders who must actively support, incentivize and reinforce the planned changes			
We have identified change agents and advocates and have a plan for engaging them in the changes			
We have a plan for enrolling leaders and helping them prepare to lead the changes			
We are engaging leaders as advisors to the changes			
COMMUNICATIONS PLAN			
We have identified key groups, important messages and methods of communication about the change at the early planning stages, during implementation, and after implementation.			
We have reviewed our communications plan with the Communications Lead in the Program Office			
RESISTANCE MANAGEMENT PLAN			
For priority groups, we have identified likely sources/causes of resistance			
We have a plan for addressing resistance, including leader coaching and implementer engagement			
BEHAVIOR CHANGE PLAN (TRAINING AND PERFORMANCE MANAGEMENT)			
We have assessed the performance and mindset changes that must occur and have a training plan for helping implementers learn new behaviors, skills, and work processes			
We have designed positive and negative consequences to reinforce desired changes in behavior			
We have a plan to install consequences to reinforce changes in behavior			
EMBED THE CHANGES			
We have a plan to ensure the ongoing reinforcement of the new ways of working			

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