



The **Positioning to Succeed in 2006** checklist is based on best practice research and Prosci’s methodology for successfully managing change. Effective change management is the key component to projects meeting their objectives, realizing the ROI that is expected, and finishing on time and on budget. Contact one of Prosci’s change management analysts at 970-203-9332 or changemanagement@prosci.com for more information and change management support.

Positioning to Succeed in 2006 Change Management checklist

Yes	No	Question
Change Management Planning		
<input type="checkbox"/>	<input type="checkbox"/>	Are you using a systematic approach (methodology) for managing change on your project?
<input type="checkbox"/>	<input type="checkbox"/>	Do you have sufficient and dedicated resources for change management?
<input type="checkbox"/>	<input type="checkbox"/>	Have you developed the necessary change management plans?
<input type="checkbox"/>	<input type="checkbox"/>	Have you engaged project teams to explain why and how change should be effectively managed?
<input type="checkbox"/>	<input type="checkbox"/>	Have you integrated your change management activities into your project management steps or lifecycle?
<input type="checkbox"/>	<input type="checkbox"/>	Have you presented your change management plans to those involved in the execution (sponsors, project teams, etc)?
Change Management Readiness		
<input type="checkbox"/>	<input type="checkbox"/>	Do you have assessments in place to evaluate change readiness?
<input type="checkbox"/>	<input type="checkbox"/>	Do you have assessments in place to evaluate organizational readiness?
<input type="checkbox"/>	<input type="checkbox"/>	Do you have mechanisms for assessing the sponsor competency and preparedness?
<input type="checkbox"/>	<input type="checkbox"/>	Do you have mechanisms for assessing the change management team competency and preparedness?
Sponsorship		
<input type="checkbox"/>	<input type="checkbox"/>	Does your primary sponsor understand the roles and responsibilities?
<input type="checkbox"/>	<input type="checkbox"/>	Have you enabled your primary sponsor to deliver key communications that are expected from senior leadership?
<input type="checkbox"/>	<input type="checkbox"/>	Have you drawn up the sponsor model (with leaders from all impacted groups) needed for your initiative to succeed?
<input type="checkbox"/>	<input type="checkbox"/>	Have you enabled your sponsor to build this coalition with the required senior leaders?
Communication		
<input type="checkbox"/>	<input type="checkbox"/>	Have you identified all of the different audiences you need to communicate with throughout the organization?
<input type="checkbox"/>	<input type="checkbox"/>	Have you identified who the ideal sender of communication messages will be?
<input type="checkbox"/>	<input type="checkbox"/>	Have you identified what are the most effective channels of communication?
<input type="checkbox"/>	<input type="checkbox"/>	Have you created mechanisms to enable two-way communication to take place?
Coaching		
<input type="checkbox"/>	<input type="checkbox"/>	Have you created the expectation that managers and supervisors will be coaches of their direct reports during change?
<input type="checkbox"/>	<input type="checkbox"/>	Have you prepared coaches to communicate the “what’s in it for me” messages to their direct reports?
<input type="checkbox"/>	<input type="checkbox"/>	Have you provided the knowledge, training and tools to help supervisors be effective coaches?
<input type="checkbox"/>	<input type="checkbox"/>	Have you taught your change coaches how identify and respond to resistance?
Resistance		
<input type="checkbox"/>	<input type="checkbox"/>	Have you proactively identified what resistance is might look like?
<input type="checkbox"/>	<input type="checkbox"/>	Have you proactively identified where resistance is likely to come from?
<input type="checkbox"/>	<input type="checkbox"/>	Have you developed measures to prevent or mitigate resistance before it happens?
<input type="checkbox"/>	<input type="checkbox"/>	Have you developed an approach to deal with resistance when it does occur?
Reinforcement		
<input type="checkbox"/>	<input type="checkbox"/>	Do you have systems in place to track the adoption and compliance of the new solution?
<input type="checkbox"/>	<input type="checkbox"/>	Do you have a way to gather feedback from those who are being impacted by the change?
<input type="checkbox"/>	<input type="checkbox"/>	Do you have mechanisms in place for diagnosing gaps and resistance?
<input type="checkbox"/>	<input type="checkbox"/>	Have you prepared methods for celebrating successes (even small ones) during implementation?

The categories of the checklist are based on Prosci’s benchmarking research and Prosci’s change management methodology. The Change Management Toolkit and the Change Management Pilot provide step-by-step instructions for developing plans for each checklist element. You can find out more about these resources at www.change-management.com/06-solutions.htm or by emailing changemanagement@prosci.com.