Change Characteristics Worksheet

This high-level worksheet will help you think about the change you are implementing. After completing the worksheet, you will complete a **Change Characteristics Assessment** that will be a guide for developing your change management strategies and actions.

**Scope of change**

Describe the nature and scope of your change.

|  |
| --- |
| Click or tap here to enter text. |

Which groups are most severely impacted?

|  |
| --- |
| Click or tap here to enter text. |

Which groups are least impacted?

|  |
| --- |
| Click or tap here to enter text. |

**Number of impacted employees**

Identify the number of impacted employees:

|  |  |
| --- | --- |
| Front-line employees: | Click or tap here to enter text. |
| Managers and supervisors: | Click or tap here to enter text. |
| Executives and stakeholders: | Click or tap here to enter text. |

**Type of change**

What areas of your organization will be changing:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Process |  | Job roles |
|  | System or technology |  | Staffing levels |
|  | Organization |  | Merger |
|  | Others: Click or tap here to enter text. | | |
|  | Others: Click or tap here to enter text. | | |

# **Amount of change**

|  |  |
| --- | --- |
|  | Radical and dramatic (disruptive) |
|  | Incremental (progressive) |

**Timeframe for change**

List the dates or time required for each key milestone:

|  |  |
| --- | --- |
| Project initiation: | Click or tap here to enter text. |
| Design initiation: | Click or tap here to enter text. |
| Design complete: | Click or tap here to enter text. |
| Implementation initiation: | Click or tap here to enter text. |
| Implementation complete: | Click or tap here to enter text. |
| Full cut-over complete: | Click or tap here to enter text. |