Change Characteristics and Attributes Checklist

* How many employees, groups or locations are impacted?

Click or tap here to enter text.

* Is the change expected to be incremental or radical?

Click or tap here to enter text.

* How might the amount of change impact your approach?

Click or tap here to enter text.

* What are the top 2 or 3 insights about the organization that makes it change ready or change resistant with respect to your project?

Click or tap here to enter text.

* How might the level of organizational readiness impact your approach?

Click or tap here to enter text.

* Which impacted groups will experience significant change?

Click or tap here to enter text.

* What is changing for these groups?

Click or tap here to enter text.

* How will the groups be impacted differently (refer to the Impact Index chart)?

Click or tap here to enter text.

* How do you recommend adjusting your approach based on those differences?

Click or tap here to enter text.

* What are the ADKAR® differences by group?

Click or tap here to enter text.

* Discuss what may occur if this change is poorly managed.

Click or tap here to enter text.

* What is the risk to the organization if this change fails?

Click or tap here to enter text.

* What roles or individuals do you have or need on your change management team?

Click or tap here to enter text.

* What type of preparation (training, networking…) will your team members need in order to equip them to better participate on the change team?

Click or tap here to enter text.

* What components of change management represent the largest gaps for your team?

Click or tap here to enter text.

ADKAR – Awareness, Desire, Knowledge, Ability and Reinforcement