**Change Definition Checklist**

**Use this checklist to determine that:**

* You have addressed or considered specific aspects of a change
* Determined how completely your change is defined
* Identified/clarified what information might still be required to fully define the change

**Change Definition Checklist:**

|  |  |
| --- | --- |
| Preparation Task | Notes |
| Alignment with organizational vision [ ]  | Click or tap here to enter text. |
| Project outcomes are clearly defined [ ]  | Click or tap here to enter text. |
| Business processes are designed [ ]  | Click or tap here to enter text. |
| Technology or systems designed [ ]  | Click or tap here to enter text. |
| Organizational structure designed or [ ] modified | Click or tap here to enter text. |
| Impacted groups identified [ ]  | Click or tap here to enter text. |
| Job roles defined [ ]  | Click or tap here to enter text. |
| Job descriptions written or modified [ ]  | Click or tap here to enter text. |
| Implementation start and end date [ ] identified | Click or tap here to enter text. |
| Measurable objectives defined [ ]  | Click or tap here to enter text. |
| Performance measures designed [ ]  | Click or tap here to enter text. |
| Champions and Resistors identified [ ]  | Click or tap here to enter text. |