Prosci Change Management Strategy Presentation Outline

To complete this first step in the change management process, you should prepare a presentation for the project team and project sponsor that includes:

 **1. Change Characteristics Assessment results**

 Include key findings from the change characteristics worksheet and assessment.

**2. Organizational Attributes Assessment results**

Include key findings from the organizational worksheet and assessment.

**3. Proposed change management team**

 Structure and size.

**4. Proposed sponsorship model and stakeholder assessments**

 Include model and assessment results (letter/number designations).

**5. Risk assessment**

Include position on 2x2 matrix and what it means for managing the change.

**6. Recommendations for special tactics**

 Anticipated resistance points and special steps.

**7. Next steps**

Getting the change management team ready and building the sponsorship model.

Review this material with the project sponsor and project team. Make any adjustments that are necessary to your strategy based on this review.