**Sponsorship Assessment**

* Endures that the change has executive support
* Has proper authority for staffing, processes, systems, funding and other necessary resources to implement change
* Has built support for the change (at all levels – staff to CEO) and is managing change resistance from other managers
* Has clearly communicated expectations to other managers “what, why & how”
* Actively participates throughout the change
* Has created awareness of the need for the change with employees and other managers
* Organization has clearly defined strategic objectives
* Priorities have been established and communicated in regards to this change and competing projects

**Project Management Assessment**

* Change is clearly defined (who, what, when, where, how)
* Change has clearly defined scope
* Change has specific objectives
* Work breakdown structure completed
* Schedule has been created
* Milestones and deliverables have been identified
* PM has been assigned to manage resources and tasks
* All resources have been secured (based on WBS)
* Sponsor is available to work on issues that impact dates, scope or resources

**Change Management Assessment**

* Structured approach is being applied to the change
* A change management strategy has been created
* Communications plan created (including feedback process)
* Sponsorship plan created
* Coaching/training plan created
* Organizational assessment completed (readiness)
* Change assessment completed (and impact to organization)
* Sponsor assessment completed
* Cultural assessment completed
* Individual assessment completed
* Resistance has been identified and managed
* Change management team identified and trained