***Instructions:*** *This worksheet will help you think about your organization’s culture and history, and help you complete an* ***Organizational Assessment*** *that will be a guide for developing your change management strategies and actions. This worksheet can be completed as a group exercise or individually.*

**Functional Structure**

What does the organizational reporting structure look like?

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**Decision Making and Approvals**

How do decisions get made in the organization?

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Identify the relationships within the organization that influence power and control.

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**Change Capacity**

How many changes of this size and scope are currently underway in the organization?

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List any key initiatives that overlap or interact with your change.

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