***Instructions:*** *Assess your ability, readiness and capacity to accept and support change. The information gathered in the Assessment phase will be used in developing the Change Management Plan.*

**Describe the change**

**List the reasons you** **believe this change is necessary**

**Do you have the ability** to implement the change?

**What skills or knowledge are necessary for the change** **to occur?**

**What will be necessary for you to sustain the change?**

**Are there incentives not to change? If so, what are** **they?**

**What would help you reinforce the change?**