***Instructions:*** *a one-page review for the project manager and the active and involved sponsor in terms of:*

* *Change Team - Acquire resources for change team*
* *Managers – Build management support*
* *Employees and Other Stakeholders – Create awareness*

**Change Team - Acquire resources for change team**

* Identify the best team members for the change, identify change management expertise
* Ensure there is adequate funding for the team
* Ensure team is properly trained on change management
* Prioritize daily tasks vs work for the change
* Review key deliverables and make team accountable for results
* Set expectations for team members
* Explain the change to the team – what business issues must be addressed
* Develop clear and measurable objectives for the change
* Explain how success will be measured
* Develop high-level, long-term view of the organization’s future and how the change fits into the organization’s strategic objectives
* Take ownership for success or failure of the change
* Stay involved with the team throughout the change and remove obstacles for the team
* Commit to change management

**Managers – Build management support**

* Champion the change with executive managers
* Educate managers on the need for the change and alignment to strategic objectives
* Educate managers on the risks associated with not implementing the change
* Communicate priorities between this change and other change initiatives
* Address any change resistance and create change agents who will champion the change
* Address conflicting operational objectives with other senior leaders
* Get buy-in from all the managers needed to support the change
* Create advisory team of managers to monitor progress of the change and advise accordingly
* Provide change management training for managers
* Develop clear and measurable objectives for leadership and mid-level managers
* Solicit feedback from managers on the change

**Employees and Other Stakeholders – Create awareness**

* Explain the change to employees - what business issues must be addressed
* Educate employees on the need for the change and alignment to strategic objectives
* Educate employees on the risks associated with not implementing the change
* Address employees WIIFM: “How will this change affect me?” or “What’s in it for me?”
* Communicate frequently and openly with employees on the status of the change – what they can expect to happen and how it will happen - repeat key messages over and over
* Communicate about aspects of the project that are still unknown
* Show project milestones and provide progress updates
* Actively solicit feedback from employees
* Address any change resistance and create change agents who will champion the change