***Instructions:*** *this worksheet assesses your previous experience as a sponsor and change manager and your understanding of your role of sponsor on the current project/change initiative. This assessment will assist you in determining your ability, readiness and capacity to accept and support change planning as part of your role as sponsor. The information gathered in the Assessment phase will be used in developing the Change Management Plan.*

**The Role of Project Sponsor:**

In general, do you understand your role as a project sponsor? Describe.

**Assessment of Prior Experience:**

Have you ever been the sponsor of a change initiative?

Describe the previous change initiative:

Why was the change being made?

What was the scope of the change?

How did you communicate messages about the need for the change to your managers? To the team?

How did you communicate the risk of no change?

How did you determine who would be impacted by the change?

What did you do to remain visible throughout the change?

How did you stay engaged in the change initiative?

How did you demonstrate support for the change?

How did you manage change resistance to the project?

**Assessment of Current Role & Project:**

Describe your role on this project as you understand it? Compare it to the previous role and list any differences:

Why is this project being implemented?

What is the scope of this project?

Based on your previous experience, how will you communicate messages about the need for the project to your team?

How will you communicate the risk of not implementing the project?

How do plan to determine who would be impacted by the project?

What will you do to remain visible throughout the project?

How will you stay engaged in the project?

How will you demonstrate support for the project?

How will you manage resistance to implementing the project?