***Instructions:*** *Complete this tool to define a completed plan for the proposed change.*

|  |  |
| --- | --- |
| **Plan** | |
| **Define** | |
| **Topic** | **Findings and Plan** |
| Target Audience |  |
| Strategic Objective |  |
| Change Objective |  |
| Change Outcomes |  |
| Success Measures |  |
| Executive Summary |  |

|  |  |
| --- | --- |
| **Plan** | |
| **Assess** | |
| **Topic** | **Findings and Plan** |
| Self-Assessment |  |
| Sponsor Assessment |  |
| Stakeholder Assessment |  |
| Organization  Assessment |  |
| Culture Assessment |  |

|  |  |
| --- | --- |
| **Plan** | |
| **Prepare** | |
| **Topic** | **Findings and Plan** |
| Change Readiness Assessment |  |
| Build Plan for Change and Project Management |  |
| Sponsor Expectations |  |

|  |  |
| --- | --- |
| **Deliver** | |
| **Engage** | |
| **Topic** | **Findings and Plan** |
| Core Principles / Expectations |  |
| Change Team |  |
| Identify Change Agents |  |
| Change Resistance Strategy |  |
| Coaching Plan |  |

|  |  |
| --- | --- |
| **Deliver** | |
| **Manage** | |
| **Topic** | **Findings and Plan** |
| Management Techniques |  |
| Communication Plan |  |
| Training Plan |  |

|  |  |
| --- | --- |
| **Deliver** | |
| **Monitor** | |
| **Topic** | **Findings and Plan** |
| Performance Management Strategy |  |
| Performance Measures |  |
| Governance Framework |  |

|  |  |
| --- | --- |
| **Sustain** | |
| **Close** | |
| **Topic** | **Findings and Plan** |
| Closure Strategy |  |
| Feedback Plan |  |
| Lessons Learned |  |

|  |  |
| --- | --- |
| **Sustain** | |
| **Close** | |
| **Topic** | **Findings and Plan** |
| Closure Strategy |  |
| Feedback Plan |  |
| Lessons Learned |  |

|  |  |
| --- | --- |
| **Sustain** | |
| **Evaluate** | |
| **Topic** | **Findings and Plan** |
| Ongoing Measurement Approach |  |
| Measure Outcomes |  |
| Change Scorecard |  |

|  |  |
| --- | --- |
| **Sustain** | |
| **Reinforce** | |
| **Topic** | **Findings and Plan** |
| Leadership Engagement Plan |  |
| Ongoing Communication Plan |  |
| Incentive Plan |  |
| Corrective Actions |  |