***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.

Text Box

**Assessment of Prior Experience:**

Have you ever been the sponsor of a change initiative?

Text Box

Describe the previous change initiative:

Text Box

Why was the change being made?

Text Box

What was the scope of the change?

Text Box

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

Text Box

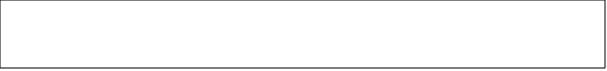
How did you communicate the risk of no change?

Text Box

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

Text Box

What did you do to remain visible throughout the change?



How did you stay engaged in the change initiative?

Text Box

How did you demonstrate support for the change?

Text Box

How did you manage change resistance to the project?

Text Box

**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:

Text Box

Why is this project being implemented?

Text Box

What is the scope of this project?

Text Box

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

Text Box

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

Text Box

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

Text Box

What will you do to remain visible throughout the project?

Text Box

How will you stay engaged in the project?

Text Box

How will you demonstrate support for the project?

Text Box

How will you manage resistance to implementing the project?

Text Box