

# CHANGE MANAGEMENT CHECKLIST

Implementing process change management can make it hard to know if you are on the right track. Follow this checklist of questions to assess your progress.

## 1. Did you make a strong argument for the change?

Implementation will be difficult if you resisted the change from the start. Present the strongest argument to management and your team to increase buy-in.

## 2. Did you reach your goals?

A change management process fails if you never reach your goals! Check in periodically to see how well you are doing and to remind yourself to set goals.

## 3. Did you achieve your desired goals according to the timeline you set?

If you met your goals but missed your timeline, it is helpful to look at what went wrong and how to avoid future obstacles, or if your timeline was too ambitious.

## 4. Did your change initiative benefit from the change management model?

People use change management models to build processes because they provide a foundation and reduce work. Check if the model fits your project or business

## 5. Did your strategy give you enough information to transition?

A change management strategy reduces change uncertainty. If you felt lost or scrambled to improvise, your next change initiative strategy may need to be more detailed.

## 6. Did your change leaders encourage others to change?

Change management plans identify change leaders to implement the plan. If your change leaders are ambivalent, the team will not buy into the plan.

## 7. Did it stay on track with the timeline you established?

Did your milestones match the predicted timeline, even if you reached your goal on time? Some needed more time, others less? Reduce crunch time to meet deadlines.

## 8. How did affected parties feel about the change's handling?

If the people most affected by it are unhappy with the process, do not pat yourself on the back. So collecting feedback is crucial for evaluation.

## 9. What went well during the process? What could have been improved?

This is the most important question to ask during the evaluation and will help you prepare for future change initiatives.