**The Change Management Checklist**

Any business is constantly experiencing change. Whether caused by new technology, process updates, compliance initiatives, reorganisation, or customer service improvements, change is constant and necessary for growth and profitability.

A consistent change management process will help in minimising the impact it has on your business. Below are the basics for a change management programme.

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| **Change Management Process** |
| 1. Identify what can be improved and why |
| 1. Set goals or targets and benefits to the business |
| 1. Plan how you will communicate the changes |
| 1. Ensure you allocate time and resources |
| 1. Present this to all stakeholders for their views |
| 1. Obtain ‘buy in’ from the team |
| 1. Set specific action plans |
| 1. Monitor progress and manage any resistance |
| 1. Celebrate success! |

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| **Notes:** |
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