

Change Management Checklist

Communications	Y/N	Support required?
<p>Do you have a Communications Plan? To facilitate communication which is timely, consistent and coordinated and delivers the key messages to specified audiences within Cwm Taf UHB.</p>		
<p>Have you identified your key stakeholders? To engage with your stakeholders and increase their understanding and adoption (enter name of project)</p>		
<p>Have you identified your different stakeholder groups? Direct Users Keeping Momentum Indirect users Keeping Informed Adhoc Users Engage to make aware</p>		
<p>Do you have a nominated communications lead? To plan and manage the communications of all key messages.</p>		
<p>Are you familiar with the communication channels available to you? Face to face Internet / web Printed material</p>		
Change Management Plan	Y/N	Support required?
<p>Do you have a Change Management Plan? <i>A change plan to ensure successful implementation by creating the right environment for change as well as supporting those who are experiencing change.</i></p>		
<p>Is your Governance structure in place? Project Board Project Manager Change team <i>Building a "Guiding team" to agree change management activities</i></p>		
<p>Are your change activities included in your project plan and aligned with project milestones and benefits? <i>Right information / activity at the right time</i></p>		
<p>How will you communicate the change to your staff? Raising awareness Stakeholder mapping / stakeholder groups Understanding the need for change</p>		
<p>Are your teams briefed and on-board? <i>Raising Awareness</i> <i>Understanding the change</i></p>		

Change Management Plan (cont'd)	Y/N	Support required?
<p>Do you know how the new process will impact on Your Business / Your Staff / The Patient <i>Business case – understanding the change / benefits</i></p>		
<p>Do you know what changes are required to your current working practices? <i>Analyse your processes Local scenarios to assess the impact of changes on people /process</i> <i>Identify barriers</i></p>		
<p>Are all those staff impacted by the change engaged and aware and involved in developing the new processes? <i>Keeping momentum</i> <i>Resolving issues / barriers</i></p>		
<p>Have you documented your new processes and working practices? <i>To-Be processes – implement change</i></p>		
<p>Have you developed a training plan? <i>Implementing and sustaining change</i></p>		
<p>Are all your key users on-board with the new system / process? <i>Taking Stock</i> <i>What's been achieved</i> <i>What's left to do</i> <i>Addressing issues /barriers</i></p>		
<p>Post Implementation – How successful has your implementation been? <i>Key successes</i> <i>Key Barriers</i> <i>Lessons learned</i> <i>Moving forward</i></p>		