

# Change Management Roadmap

### Tools

Change inventory and impact

Change management team



# **INTEGRATE**

the vision of change

### ASSESS

to better understand the change context and benchmark the change adoption

## relationships (3R) 2

### DRAFT

the CM strategy



Change management strategy

3R template



### STEP 2

CM strategy

# **PLAN**

OBJECTIVE

To develop plans that translate the CM strategy into reality

### **SPONSORSHIP**

Establish a plan for sponsors to play their critical role



### COMMUNICATION

plan to create awareness and inform employees of the change



### **ENGAGEMENT**

**DETERMINE** 

change management roles,

responsibilities and

plan to involve employees and build desire for the change

### TRAINING

plan to ensure all employees have the necessary skills, knowledge and competencies to adopt the change









Training plan template

# STEP 3 **IMPLEMENT**

OBJECTIVE

To drive change adoption and move the organization towards the desired state

### COMMUNICATE

the WHY and HOW of the change to employees using various methods



### **ENGAGE**

employees through various activities to build desire for the change

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### **TRAIN**

employees to develop new skills and behaviours, and suport them in their roles

## Intranet page template



Manager's Meeting in a box



# **MEASURE**

### **ANALYZE**

change management metrics and monitor employee adoption





# SUSTAIN

the change by reinforcing new behaviours, and addressing gaps and resistance

## **IS CHANGE** BEING ADOPTED?

## No, Revisit Plan & Implement

phases and make adjustments

YES, CELEBRATE!

### Lessons learned template





Feedback strategy options