

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