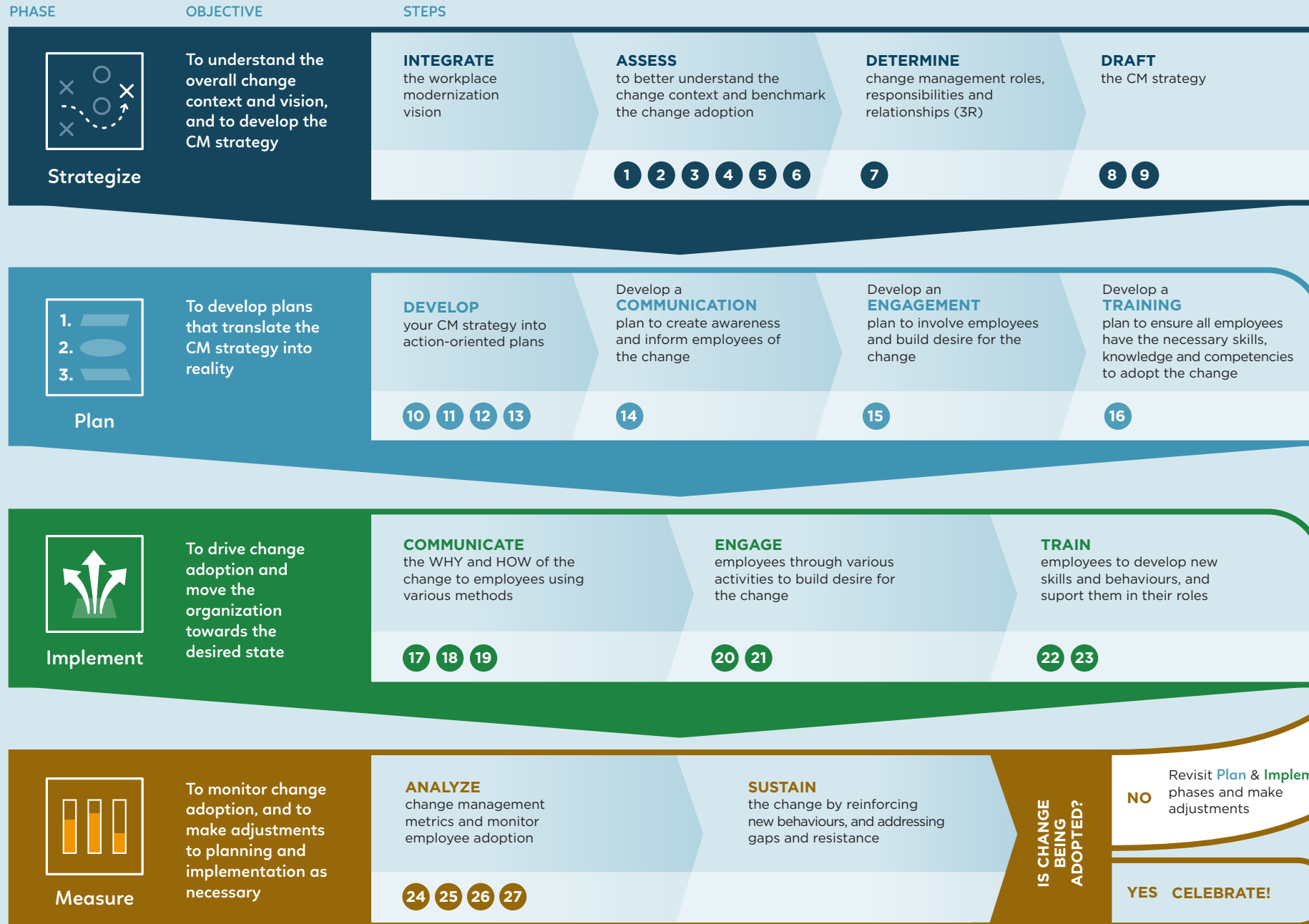


Workplace Change Management Playbook at a glance



Tools

- 1 Change inventory and impact assessment
- 2 Change readiness assessment
- 3 ADKAR change-o-meter assessment
- 4 Stakeholders map
- 5 Guide to assessing the sponsor and champions, and Sponsorship assessment
- 6 Project readiness assessment
- 7 Change management team 3R template
- 8 Change management strategy template
- 9 Change management strategy presentation template
- 10 CM/PM integrated plan template
- 11 Sponsorship roadmap
- 12 Change management activity tracker
- 13 Workplace performance modernization tracker
- 14 Communication plan template
- 15 Engagement plan template
- 16 Training plan template
- 17 Intranet page template
- 18 FAQ template
- 19 Fact sheets
- 20 Pilots and demonstration spaces
- 21 Engagement sessions and activities
- 22 Toolkits
- 23 Workshops
- 24 Workplace performance modernization tracker
- 25 Feedback strategy options
- 26 Change management activity tracker
- 27 Lessons learned template