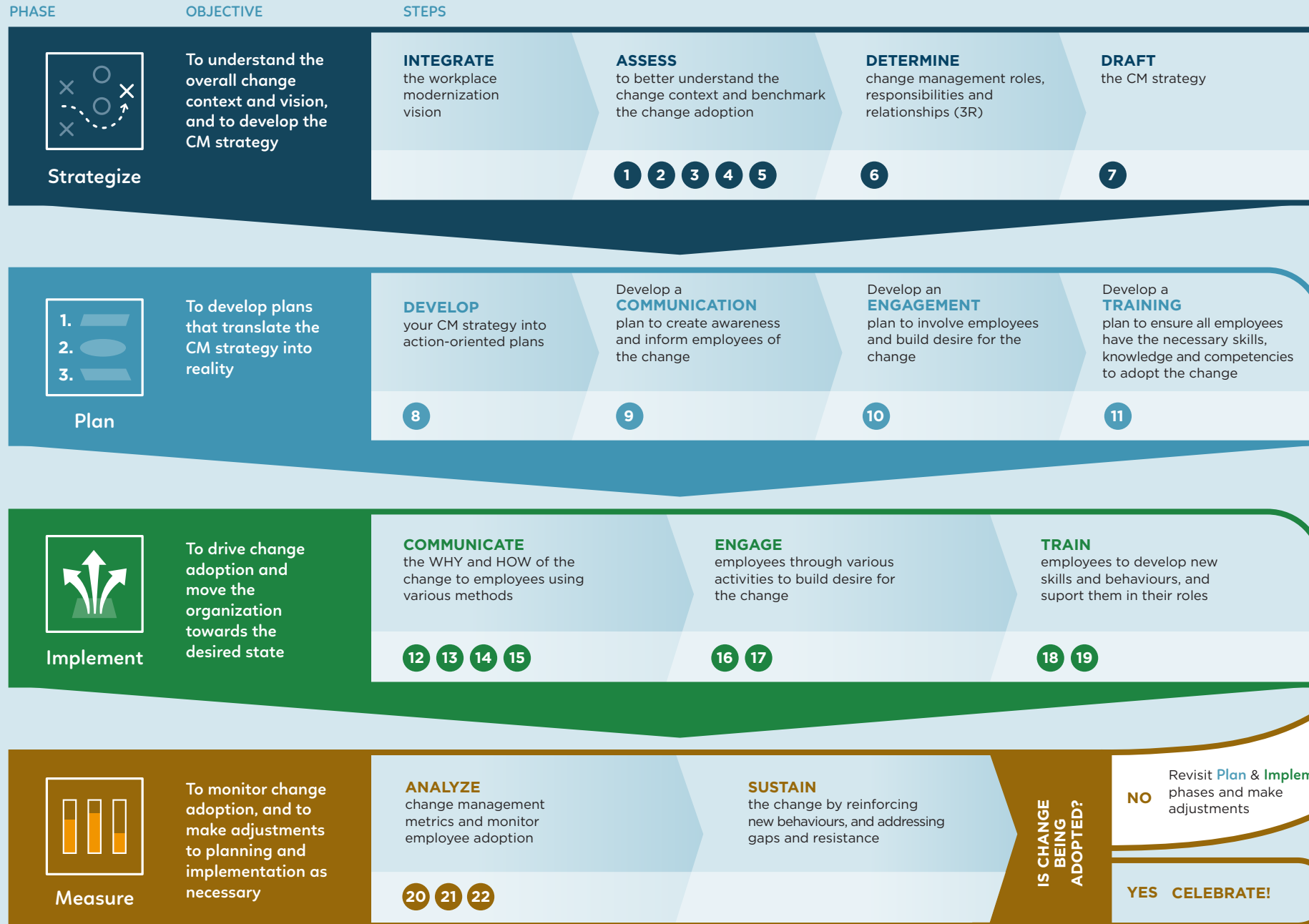


# Workplace Change Management Playbook at a glance



## Tools

- 1 Change inventory and impact assessment
- 2 Change readiness assessment
- 3 ADKAR change-o-meter assessment
- 4 Stakeholders map
- 5 Project readiness assessment tool
- 6 Change management team 3R template
- 7 Change management strategy template
- 8 PM/CM integrated plan template
- 9 Communication plan template
- 10 Engagement plan template
- 11 Training plan template
- 12 Message templates
- 13 Intranet page template
- 14 FAQ template
- 15 Fact sheets
- 16 Pilots and demonstration spaces
- 17 Engagement sessions and activities
- 18 Toolkits and one-pagers
- 19 Training sessions and workshops
- 20 Key CM performance metrics template
- 21 CM activity tracker
- 22 Lessons learned template