Prosci Change Definition Checklist

A Precursor to the Change Management Process

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In order to apply change management, you must have a change identified. Rather than visions or objectives – like “improving our culture” or “becoming more competitive” – you need a formal and defined change as an input to the change management process. The checklist below helps to ensure you have addressed (or at a minimum considered) the necessary starting point for applying change management on your change initiative.Change Definition Checklist:

**Phase 1: Preparing for change**

**Phase 2:  
Managing change**

**Phase 3:  
Reinforcing change**

**Change Management Process**

**Input**

**Output**

Changes do you want to make in your school community

Your project or initiative

Ways people will need to function differently.

Stakeholders adopt the change

Stakeholders realize and accept the solution

Stakeholders become proficient with the new skills/behaviors

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| --- | --- | --- | --- | --- |
| **Preparation task** | **Completed** | **In progress now** | **Not started yet** | **N/A** |
| Alignment with organizational mission and vision defined |  |  |  |  |
| Communication Plans (Two-way) created using input from multiple stakeholder groups |  |  |  |  |
| Communication Plan is differentiated to tailor the message with intended audiences (same message in regard to content but presented in different ways, word usage, venues, etc.) |  |  |  |  |
| Desired outcomes clearly defined |  |  |  |  |
| Changes to School-related processes defined |  |  |  |  |
| Technology or systems changes are designed |  |  |  |  |
| Impacted groups are clearly identified |  |  |  |  |
| Training in Resistance Management |  |  |  |  |
| Areas of concern identified for Root Cause Analysis |  |  |  |  |
| Policies reviewed to ensure compliance with DEI&B goals |  |  |  |  |
| Changes in job descriptions or assignments defined |  |  |  |  |
| Implementation start date set |  |  |  |  |
| Measurable objectives defined |  |  |  |  |
| Performance measures designed |  |  |  |  |
| Implementation end date set |  |  |  |  |
|  |  |  |  |  |