

# Change Management Checklist

Communications	Y/N	Support required?
<b>Do you have a Communications Plan?</b> To facilitate communication which is timely, consistent and coordinated and delivers the key messages to specified audiences within Cwm Taf UHB.		
<b>Have you identified your key stakeholders?</b> To engage with your stakeholders and increase their understanding and adoption (enter name of project)		
<b>Have you identified your different stakeholder groups?</b> Direct Users Keeping Momentum Indirect users Keeping Informed Adhoc Users Engage to make aware		
<b>Do you have a nominated communications lead?</b> To plan and manage the communications of all key messages.		
<b>Are you familiar with the communication channels available to you?</b> Face to face Internet / web Printed material		
Change Management Plan	Y/N	Support required?
<b>Do you have a Change Management Plan?</b> <i>A change plan to ensure successful implementation by creating the right environment for change as well as supporting those who are experiencing change.</i>		
<b>Is your Governance structure in place?</b> Project Board Project Manager Change team <i>Building a "Guiding team" to agree change management activities</i>		
<b>Are your change activities included in your project plan and aligned with project milestones and benefits?</b> <i>Right information / activity at the right time</i>		
<b>How will you communicate the change to your staff?</b> Raising awareness Stakeholder mapping / stakeholder groups Understanding the need for change		
<b>Are your teams briefed and on-board?</b> <i>Raising Awareness</i> <i>Understanding the change</i>		

Change Management Plan (cont'd)	Y/N	Support required?
<b>Do you know how the new process will impact on</b> Your Business / Your Staff / The Patient <i>Business case – understanding the change / benefits</i>		
<b>Do you know what changes are required to your current working practices?</b> <i>Analyse your processes Local scenarios to assess the impact of changes on people /process</i> <i>Identify barriers</i>		
<b>Are all those staff impacted by the change engaged and aware and involved in developing the new processes?</b> <i>Keeping momentum</i> <i>Resolving issues / barriers</i>		
<b>Have you documented your new processes and working practices?</b> <i>To-Be processes – implement change</i>		
<b>Have you developed a training plan?</b> <i>Implementing and sustaining change</i>		
<b>Are all your key users on-board with the new system / process?</b> <i>Taking Stock</i> <i>What's been achieved</i> <i>What's left to do</i> <i>Addressing issues /barriers</i>		
<b>Post Implementation –</b> How successful has your implementation been? <i>Key successes</i> <i>Key Barriers</i> <i>Lessons learned</i> <i>Moving forward</i>		