
Simple checklist to any proposed *step change* initiative

- ❑ What is your vision for the changed company? How is this communicated to staff? Does your staff share this vision?
- ❑ How would you describe the company, its culture and core processes now - (key characteristics) – key issues (actions and behaviours) – major focus (areas of impact)?
- ❑ What do you want the business to look like after everyone's changed – how will the specifics of the culture and core processes have changed?
- ❑ Do you have a clear blueprint that defines your organisation after the change?
- ❑ Do you have a clear definition and documentation for each specific benefit to be realised by this change? (i.e. what is it –what difference will it make – where in organisation does it arise – how will its achievement be measured?)
- ❑ Are these benefits communicated to staff?
- ❑ Have you documented the “stakeholder map” all those who have an interest in the change? And specifically how the change will impact them?
- ❑ Do you have a two-way communication strategy? Does it work?
- ❑ Do you have an issues and risk management strategy (for the change)? Have you identified what can go wrong and put countermeasures in place?