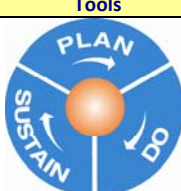


**Change Management Best Practices**

✂ The Tool: Tool Selection Guide											
Tools	What Do You Need To Better Understand and/or Address?							Timing			
	Leaders	Communication	Engagement	Resistance	Skills & Roles	Implementation	Reinforcement	Project Beginning	Project Middle	Project End	Post Implementation
											
<b>PLAN</b>											
<i>Assess Needs</i>											
Change Readiness Audit	X	X	X	X	X	X	X	X	X	X	
Stakeholder Analysis	X	X	X	X				X	X	X	
Commitment Assessment	X	X	X	X				X	X	X	
Leadership Alignment Assessment	X		X	X				X	X	X	
Strengths, Weaknesses, Opportunities & Threats (SWOT) Analysis	X	X	X	X	X	X	X	X	X		
<i>Develop Plan</i>											
HR Infrastructure Checklist		X			X	X	X	X	X	X	
Communication Plan	X	X	X	X			X	X	X	X	
Key Message Worksheet	X	X	X	X			X	X	X	X	
Leadership Involvement Plan	X	X	X					X	X	X	
<b>DO</b>											
<i>Launch Communication</i>											
One-Minute Exchange Form		X	X					X	X	X	
Communications Network Table		X	X					X	X	X	
Road Show Agenda		X	X						X	X	
Feedback Form		X	X						X	X	
Frequently Asked Questions Sheet		X	X					X	X	X	
<i>Transition Work</i>											
Implementation Checklist		X	X	X	X	X	X				X
Stakeholder Commitment Meeting Template		X	X	X		X			X	X	
Workforce Transition Plan		X			X	X	X		X	X	
Training Needs Assessment					X	X			X	X	
<b>SUSTAIN</b>											
<i>Align Structures</i>											
Systems and Structures Action Plan		X			X	X	X		X	X	
Rewards and Measures Alignment Template					X	X	X				X
Roles and Responsibilities Template			X		X	X	X		X	X	
Knowledge Sharing Agreement			X		X	X	X				X
<i>Optimize Results</i>											
Change Integration Checklist	X	X		X	X	X	X			X	X
HR Measures Form							X				X
HR Measures/Post Implementation Questionnaire		X	X	X	X	X	X				X
Lessons Learned Process	X	X	X	X	X	X	X				X