

STRATEGIC CHANGE MANAGEMENT WORKSHEET

The Problem

Is a threat or a weakness forcing you to change? Is a strength or an opportunity calling you to change? Are you constantly making changes that don't help or don't last? Put positive change into strategic perspective.

State the problem. What do you want to change and why?	
Who is being affected?	
How?	
Is this problem affecting our ability to meet critical strategic goals? How?	<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, how?
What are the consequences of <i>not</i> making the change?	
Is there a dollar cost associated with this change? <i>Remember, time is money. If hours are being wasted, there is a real cost.</i>	<input type="checkbox"/> No <input type="checkbox"/> Yes \$ _____ (Estimated annual cost)



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The Solution

There is often more than one way to solve any problem. The best change will be the one that has the most positive effect on your strategic goals and your bottom line. However, ease of implementation will play a large role in the outcome. When deciding on a plan of action, consider strategic fit, cost, ease of implementation and possible unintended consequences.

What change(s) could be implemented to correct the problem?	<u>Change 1</u>	<u>Change 2</u>	<u>Change 3</u>
How will this change help or hinder our ability to reach our <i>strategic goals</i> ?	<input type="checkbox"/> Negatively <input type="checkbox"/> Positively	<input type="checkbox"/> Negatively <input type="checkbox"/> Positively	<input type="checkbox"/> Negatively <input type="checkbox"/> Positively
Who will be affected by the change? How?			
What is the cost to make this change? (<i>Est. Annual</i>)	\$ _____	\$ _____	\$ _____
How easy will it be to implement this change?	<input type="checkbox"/> Easy <input type="checkbox"/> Moderate <input type="checkbox"/> Difficult	<input type="checkbox"/> Easy <input type="checkbox"/> Moderate <input type="checkbox"/> Difficult	<input type="checkbox"/> Easy <input type="checkbox"/> Moderate <input type="checkbox"/> Difficult
Are there possible unintended consequences of making this change?	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes

