

Change Checklist

Document/Activity	Completed
Directive/Mandate	
Business Case / Benefits of the Change	
- Option Review	
- How will you measure success of change?	
- Recommendation	
Way Ahead Agreed / Decision	
Change Impact Assessment-what changes/stays same?	
- Change Readiness Assessment	
- Business Readiness Activities	
Agree Scope - who/what is in or out of scope	
Change/Project Plan	
- Actions / Steps/ Milestones	
- Resources - people and finance	
- Timescales	
Communication plan	
- Stakeholder Analysis - who are they?	
- What level of engagement do they need?	
- Key Messages	
- Channels for communication	
Process Mapping	
- As-Is process	
- To-Be process	
Training	
- Training Needs Analysis	
- Training Plan - who, what, when	
Trial	
- Who is test group?	
- Run	
- Evaluate	
Go / No Go Decision	
Go-Live	
- What post go-live support is required?	
Evaluate	
- Lessons Learnt	
- Tweaks?	