

CHANGE MANAGEMENT PROCESS CHECKLIST

Project Name: ERP MOON Implementation
 Project Manager: Mary S

Completed By: Taylor M
 Date: 25-09-2020

Please read each of the checks listed and mark the "Completed" checkbox should that check has been done.

ID	Check	Completed
Change Planning		
1	There is a clearly defined case for change	<input type="checkbox"/>
2	The objectives of change are clearly defined and have been communicated	<input type="checkbox"/>
3	There is a clearly defined view of the to-be state after the implementation of change	<input type="checkbox"/>
4	Resources required for the implementation of change (e.g. People, time, budget) have been identified and secured	<input type="checkbox"/>
5	A change impact assessment has been conducted	<input type="checkbox"/>
6	A change management team has been appointed	<input type="checkbox"/>
7	A change management plan, with clearly defined timescales, has been produced and approved	<input type="checkbox"/>
Change Engagement		
8	The sponsor for change has been identified and is aware of his/her responsibilities	<input type="checkbox"/>
9	Stakeholder groups impacted by change have been identified and their level of engagement has been assessed	<input type="checkbox"/>
10	There are plans in place to address change resistance	<input type="checkbox"/>
11	A communications and engagement plan has been produced and approved	<input type="checkbox"/>
12	Engagement of key stakeholders is continuously monitored	<input type="checkbox"/>
Change Implementation		
13	Processes requiring updating have been identified with a clearly defined owner	<input type="checkbox"/>
14	Skills required for the new state have been identified per stakeholder groups	<input type="checkbox"/>
15	The training plan and training strategy have been produced and approved	<input type="checkbox"/>
16	There is a rollout plan for change which has been approved	<input type="checkbox"/>
17	The change management plan is being monitoring and updated	<input type="checkbox"/>
Change Reinforcement		

Checklist For Change

L Darling-Hammond



Checklist For Change:

Checklist For Change Book Review: Unveiling the Magic of Language

In an electronic era where connections and knowledge reign supreme, the enchanting power of language has become more apparent than ever. Its ability to stir emotions, provoke thought, and instigate transformation is actually remarkable. This extraordinary book, aptly titled "**Checklist For Change**," published by a highly acclaimed author, immerses readers in a captivating exploration of the significance of language and its profound impact on our existence. Throughout this critique, we shall delve into the book's central themes, evaluate its unique writing style, and assess its overall influence on its readership.

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