

The Change Cheat Sheet

As of: _____

OBJECTIVE: On this worksheet list all the changes impacting your people, what success looks like and obstacles that could get in the way.

Change:

Success:

Obstacles:

Other changes are happening in this organization	<input type="checkbox"/> Y 10	<input type="checkbox"/> N 0	<table border="1"><tr><td>Points</td></tr><tr><td>_____</td></tr></table>	Points	_____
Points					

People this change impacts	_____				
<input type="checkbox"/> 1	<input type="checkbox"/> 5		<input type="checkbox"/> 10		
A Few	Half		All of our employees		
Complexity (technology, process, culture)	_____				
<input type="checkbox"/> 1	<input type="checkbox"/> 5		<input type="checkbox"/> 10		
Simple	Complex	Extremely Complex			
Change Variation	_____				
<input type="checkbox"/> 1	<input type="checkbox"/> 5		<input type="checkbox"/> 10		
Same impact to everyone	Change impact varies among some groups	Change varies among all groups			
FUD Factor (Fear, Uncertainty, Doubt)	_____				
<input type="checkbox"/> 1	<input type="checkbox"/> 5		<input type="checkbox"/> 10		
Low	Medium	High	Total _____		

14 - 24 (Optional) 25 - 34 (Recommended) 35 - 50 (Complete the Change Success Brief)

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Obstacles:

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