

Change Management Readiness Academy Checklist

- Articulated Vision Explaining Why the Change Initiative Matters
- Assessment of Current State with Data Measures
- Desired Future State
- Likely Challenges to Change Initiative
- Stakeholders Likely to be Affected by Change Initiative
- Professional Development Plan
- Communication Plan
- Key Performance Indicators
- Measurable Performance Indicators
- Initiative Timeline
- Stakeholder Check-ins
- Ongoing Adjustments Based on Data
- Progress Shared
- Review of Change Initiative Progress and Outcomes

Questions	Answers
<p>What is the vision for your school/district?</p> <p>How does it align with the proposed change initiative?</p> <p>Why is the change initiative important?</p>	
<p>How does your school/district currently perform as it relates to the proposed change initiative?</p> <p>What data is available to provide evidence of the current state?</p>	

Questions	Answers
<p>If the change initiative is fully successful, what will the future of your school/district look like?</p> <p>What data will provide evidence of the new desired state?</p>	
<p>What challenges or barriers to the change initiative are possible?</p>	
<p>What stakeholders will likely be affected both positively and negatively by the change initiative?</p>	
<p>What professional development will each stakeholder group need for the change initiative to be successful?</p>	
<p>What is the communication plan for reaching all stakeholders with targeted messages, multiple times over the length of the change initiative?</p>	

Questions	Answers
<p>What measurements will be used to measure the change initiative's progress throughout (key performance indicators)?</p>	
<p>What is the timeline and related milestones for the change initiative?</p>	
<p>How will stakeholders provide feedback to how the change initiative is progressing?</p>	
<p>How and when will adjustments be made during the change initiative timeline?</p>	
<p>How and when will change initiative progress be shared?</p> <p>Does this include success stories and challenges faced by stakeholders?</p>	

Questions	Answers
<p>How will the change initiative be reviewed and how will it impact futures change initiatives?</p>	