

Change Management Checklist

CHANGE INFLUENCERS: Are you prepared to enlist in your next change? Use this checklist as a quick reference to gauge your level of preparedness.

People

- Who is on your team?
 - Who are your champions?
 - How will you support your team?
 - Who are your end-users?
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Process

- How will responsibilities shift?
 - What does success look like and how will it be measured?
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Technology

- What will be automated?
- What does cutover look like?
- When is your go-live?