

Example Change Management Timeline

Change is Considered

Change is Approved

Change is Launched

Results Achieved

PHASE 1 – Initial Assessment

- Impact Analysis
- Assess Scope of Change
- Align Assumptions
- Establish Steering Committee
- Create Compelling Case for Change

PHASE 2 – Implementation Plan

- Stakeholder Analysis
- Create Change Coalition
- Create Communications Plan
- Engage Allies & Resistors
- Manager Training to Lead Change
- Establish Key Metrics & Behaviors

Phase 3 – Execution

- Launch Communication Plan
- Drive Sense of Urgency
- Train Employees
- Maintain Momentum
- Recognition
- Align Incentives

