Change Management Plan Template: CORD 2015

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| Needs Assessment (what needs to change & why) |  |
| Main Goal / Objective of the Proposed Change  |  |
| Desired Outcome of the Change |  |
| Factors / Forces that could effect the desired change (includes barriers) | Environment, Marketplace, & Business Factors: |  |
| Organizational Factors: |  |
| Cultural Factors & Climate: |  |
| Leader behavior & mindset: |  |
| Employee / Learner behavior & mindset: (Your faculty) |  |
| Your personal characteristics that can impact change implementation (list positives & negatives, ie. personality preferences, EQ, leadership / negotiation skills, power, etc) | Strengths: |
| Weaknesses: |
| Personnel who are supporters, resisters, and maybes | Supporters:  |
| Resisters:  |
| Maybes:  |
| Steps of Implementing Change | Establish sense of urgency |  |
| Form a powerful coalition |  |
| Create a vision and strategy |  |
| Communicate the vision & Inspire a shared vision |  |
| Model the way |  |
| Empower action with guidance, training, encouragement |  |
| Remove obstacles |  |
| Make it safe to make mistakes & sympathize with negative feelings |  |
| Break down change into small steps |  |
| Create short term wins / front load rewards |  |
| Stay committed to implementing the change & maintain enthusiasm |  |
| Build on the change |  |
| List of next (action) steps planned to implement change | 1.  |
| 2.  |
| 3.  |
| 4.  |
| 5.  |