



# Change Management Checklist

11 Jan 2024 / Petrona Deja

**Complete**

<b>Score</b>	0 / 0 (0%)	<b>Flagged items</b>	1	<b>Actions</b>	2
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**Conducted on**

11 Jan 2024 17:23 PST

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**Prepared by**

Petrona Deja

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## Flagged items & Actions

1 flagged, 2 actions

### Flagged items

1 flagged, 1 action

Change Management Checklist

**Success measures have been agreed upon and properly communicated before change**

No

Success measures have not yet been agreed on.

**To do** | Priority: High | Due: 18 Jan 2024 17:29 PST | Created by: SafetyCulture Staff

Follow up on success measures and key performance indicators

### Other actions

1 action

Other change management tasks identified / New task / New task 1

**Is this task already done, or is it to be done?**

To be done

**To do** | Priority: Low | Due: 18 Jan 2024 17:29 PST | Created by: SafetyCulture Staff

Coordinate with other leaders for meetings

## Information

### **Describe background and context of change. Use as much space as is needed.**

We will be following the new organizational structure as proposed by the CEO. While there will be no changes to individual functions, there will be changes in goals, practices, and objectives.

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### **What is the objective of the change to happen?**

A more streamlined process of change in the coming weeks.

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## Change Management Checklist

1 flagged, 1 action

Stakeholders identified

Yes

Target outcomes and relevant outputs have been agreed upon before change was implemented

Yes

Success measures have been agreed upon and properly communicated before change

No

Success measures have not yet been agreed on.

**To do** | Priority: High | Due: 18 Jan 2024 17:29 PST | Created by: SafetyCulture Staff

Follow up on success measures and key performance indicators

Reporting requirements agreed upon before change was implemented

Yes

Resources needed to be considered for change and after change have been discussed beforehand

Yes

Assumptions and constraints have been discussed and documented for reference

Yes

Risks and issues identified before changes were made and the necessary risk management and mitigation plans are readily available

Yes

Project activities and milestones documented and are easily accessible

Yes

Business plans and communication strategies are documented and implemented

Yes

New procedures are documented as they happen

Yes

Training plans are implemented and changed as needed based on changes

Yes

**Other change management tasks identified**

1 action

Duplicate the next section as needed for every task identified or need to be considered, and write down if they are already done, or they will be done another time

New task

1 action

New task 1

1 action

**What is the new task?**

We need to communicate with new departments

**Is this task already done, or is it to be done?**

To be done

**To do** | Priority: Low | Due: 18 Jan 2024 17:29 PST | Created by: SafetyCulture Staff

Coordinate with other leaders for meetings

**Other comments**

N/A

**Prepared by/Accepted by**

**Prepared by**

*Petrona Deja*

Petrona Deja  
11 Jan 2024 17:32 PST

**Does this checklist need to be revisited?**

Yes

**Date to revisit**

19 Jan 2024 20:00 PST