

✂ The Tool: Tool Selection Guide

Tools	What Do You Need To Better Understand and/or Address?							Timing			
	Leaders	Communication	Engagement	Resistance	Skills & Roles	Implementation	Reinforcement	Project Beginning	Project Middle	Project End	Post Implementation
PLAN											
Assess Needs											
Stakeholder Analysis	X	X	X	X				X	X	X	
Leadership Alignment Assessment	X		X	X				X	X	X	
People Impact Assessment		X	X	X	X	X	X	X	X	X	
Strengths, Weaknesses, Opportunities & Threats (SWOT) Analysis	X	X	X	X	X	X	X	X	X		
Change Management Effort Assessment		X	X	X	X	X		X	X		
Develop Plan											
Change Management Workplan	X	X	X	X	X	X	X	X	X	X	X
HR Infrastructure Checklist		X			X	X	X	X	X	X	
Communication Audit	X	X	X	X				X			
Communication Plan	X	X	X	X			X	X	X	X	
Leadership Involvement Plan	X	X	X					X	X	X	
DO											
Launch Communication											
Key Message Worksheet	X	X	X	X			X	X	X	X	
Elevator Speech Form		X	X					X	X	X	
Communications Network Table		X	X					X	X	X	
Road Show Agenda		X	X						X	X	
Feedback Form		X	X						X	X	
Frequently Asked Questions Sheet		X	X					X	X	X	
Transition Work											
Change Readiness Audit	X	X	X	X	X	X	X	X	X	X	
Commitment Assessment	X	X	X	X				X	X	X	
Implementation Checklist		X	X	X	X	X	X			X	
Stakeholder Commitment Meeting Template		X	X	X					X	X	
Workforce Transition Plan		X			X	X	X		X	X	
Training Needs Assessment					X	X	X		X	X	
Training Plan					X	X	X		X	X	
SUSTAIN											
Align Structures											
Systems and Structures Action Plan		X			X	X	X		X	X	
Rewards and Measures Alignment Template					X	X	X			X	
Roles and Responsibilities Template			X		X	X	X		X	X	
Knowledge Sharing Agreement			X		X	X	X			X	
Optimize Results											
Change Integration Checklist	X	X		X	X	X	X			X	X
Post Implementation Scorecard							X				X
Post Implementation Questionnaire		X	X	X	X	X	X				X
Lessons Learned Process	X	X	X	X	X	X	X				X