jTask CCMP Training

jTask CCMP MemoryPak™
ACMP® Standard for Change Management©

Exercise Review Sheet

☐ **5.1 Evaluate Change Impact and Organizational Readiness**
☐ 5.1.1   Define the Change
☐ 5.1.2   Determine Why the Change is Required
☐ 5.1.3   Develop a Clear Vision of the Future State
☐ 5.1.4   Identify Goals, Objectives and Success Criteria
☐ 5.1.5   Identify Sponsors Accountable for the Change
☐ 5.1.6   Identify Stakeholders Affected by the Change
☐ 5.1.7   Assess the Change Impact
☐ 5.1.8   Assess Alignment of the Change with Organizational Strategic Objectives and Performance Measurement
☐ 5.1.9   Assess External Factors that may Affect Organizational Change
☐ 5.1.10   Assess Organization Culture(s) Related to the Change
☐ 5.1.11   Assess Organizational Capacity for Change
☐ 5.1.12   Assess Organizational Readiness for Change
☐ 5.1.13   Assess Communication Needs, Communication Channels and Ability to Deliver Key Messages
☐ 5.1.14   Assess Learning Capabilities
☐ 5.1.15   Conduct Change Risks Assessment

☐ **5.2 Formulate the Change Management Strategy**
☐ 5.2.1   Develop the Communication Strategy
☐ 5.2.2   Develop the Sponsorship Strategy
☐ 5.2.3   Develop the Stakeholder Engagement Strategy
☐ 5.2.4   Develop the Change Impact and Readiness Strategy
☐ 5.2.5   Develop the Learning and Development Strategy
☐ 5.2.6   Develop the Measurement and Benefit Realization Strategy
☐ 5.2.7   Develop the Sustainability Strategy

☐ **5.3 Develop the Change Management Plan**
☐ 5.3.1   Develop a Comprehensive Change Management Plan
☐ 5.3.2   Integrate Change Management and Project Management Plans
☐ 5.3.3   Review and Approve the Change Management Plan in Collaboration with Project Leadership
☐ 5.3.4   Develop Feedback Mechanisms to Monitor Performance to Plan

☐ **5.4 Execute the Change Management Plan**
☐ 5.4.1   Execute, Manage, and Monitor Implementation of the Change Management Plan
☐ 5.4.2   Modify the Change Management Plan as Required

☐ **5.5 Complete the Change Management Effort**
☐ 5.5.1   Evaluate the Outcome Against the Objectives
☐ 5.5.2   Design and Conduct Lessons Learned Evaluation and Provide Results to Establish Internal Best Practices
☐ 5.5.3   Gain Approval for Completion Transfer of Ownership and Release of Resources

For more information about:
*   jTask's CCMP MemoryPak, go to http://jtask.com/ccmpmemorypak
*   jTask's CCMP training, go to http://jtask.com/ccmptraining