

## ACMP Standard Introduction, and Initial Analysis Questions

### Source

This email is based on ACMP® Standard for Change Management© - First Edition §5.1 Evaluate Change Impact and Organizational Readiness.

The content in this document should be modified to fit your specific situation.

### Purpose

Prepare to Evaluate Change Impact and Organizational Readiness by introducing the ACMP Standard for Change Management and setting expectations for the questions to be answered at the first meeting.

The answers provided will be used to calibrate participant expectations, select the appropriate Change Management Strategy, and scale or customize the Change Management Plan or activities.

### Responsibility

Change Management Practitioner

### Participants

Corporate Sponsor, Executive Leader or Customer

### Notes

ACMP is a nonprofit individual-membership association with no regulatory or licensing enforcement power over its members or anyone else.

§5.0 “Change initiatives may employ various approaches (e.g., waterfall, agile). Change management processes, given their iterative and sometimes simultaneous nature, should be properly adapted for effectiveness, regardless of the project management methodology employed.”

§5.0 “As an emerging discipline, the ACMP Standard does not mandate particular activities or process steps. Consequently, those familiar with the language of standards will not be surprised at the absence of the word “shall” in describing the processes. Instead, the language describes generally accepted practice; therefore, processes, their sub-processes, and actions are generally used but not required.”

### Legal Acknowledgement

jTask acknowledges the Association for Change Management Professionals® (ACMP®) Standard for Change Management©, hereinafter referred to as “the ACMP Standard”, as being the basis for developing this email template

### Overview

1. Email Corporate Sponsor, Executive Leader or Customer to set up an initial meeting.
2. Run the meeting.
3. Document the results of the meeting, file any supporting documentation, and prepare the Change Management Strategy.

## Steps

### 1. Email Corporate Sponsor or Customer to set up an initial meeting.

Dear [Corporate Sponsor, Executive Leader or Customer],

I am looking forward to working with you and your team.

To develop the Change Management Strategy and Plan, we will need to work together to:

- Define the change and why it must occur.
- Develop and communicate a clear vision of the future state.
- Determine the key stakeholders involved and who will be affected by the change.
- Assess the organization's culture, capacity, and readiness for change.
- Assess whether change leaders understand and are committed to a change program.
- Assess the risks and likelihood of success to identify potential actions that promote progress toward change.

On the change initiative [if the change initiative is named or branded, identify it here by name], it was agreed to use ACMP Standard for Change Management.

ACMP Standard provides a structured easy to follow framework to help an organization transition from a current state to a future state, so they receive the expected benefits.

It is a free and open standard available to everyone. It was developed through a voluntary consensus standards development process and published in 2014.

In our meeting, I will take you through a list of questions based on the ACMP Standard. We can use your answers as a starting point to develop the Change Management Strategy and then the Plan.

[Modify the questions to fit your situation].

Questions are based on the ACMP Standard.		Checklist
Evaluate Change Impact and Organizational Readiness		
1.	5.1.1 Define the Change What is the Change?	
2.	5.1.2 Determine Why the Change is Required Why is the Change required?	
3.	5.1.3 Develop a Clear Vision of the Future State What is the Organizations Vision of the Future State?	
4.	5.1.4 Identify Goals, Objectives, and Success Criteria What are the Change Goals, Objectives, and Success Criteria?	
5.	5.1.5 Identify Sponsors Accountable for the Change Who are the Sponsors Accountable for the Change?	
6.	5.1.6 Identify Stakeholders Affected by the Change Who are the Stakeholders Affected by the Change?	
7.	5.1.7 Assess the Change Impact What is the Change Impact?	
8.	5.1.8 Assess Alignment of the Change with Organizational Strategic Objectives and Performance Measurement Is the Change aligned with the Strategic Organizational Objectives and Performance Measurement?	
9.	5.1.9 Assess External Factors that may Affect Organizational Change What are the External Factors that may Affect Organizational Change?	
10.	5.1.10 Assess Organization Culture(s) Related to the Change What is Organization Culture(s) Related to the Change?	

Questions are based on the ACMP Standard.		Checklist
Evaluate Change Impact and Organizational Readiness		
11.	5.1.11 Assess Organizational Capacity for Change <i>What is Organizational Capacity for Change?</i>	
12.	5.1.12 Assess Organizational Readiness for Change <i>How ready is the Organization for Change?</i>	
13.	5.1.13 Assess Communication Needs, Communication Channels and Ability to Deliver Key Messages <i>How should Change be communicated?</i>	
14.	5.1.14 Assess Learning Capabilities <i>What are the Learning Capabilities of the Organization?</i>	
15.	5.1.15 Conduct Change Risks Assessment <i>What are the Change Risks?</i>	

Yours truly,

[Change Management Lead]

**2. Run meeting.**

Review the questions in the email and collect any supporting documentation/information.

Agree on who else needs to be contacted to get their input.

**3. Document the results of the meeting, file any supporting documentation, and prepare the Change Management Strategy.**

jTask, Inc.  
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