



About jTask

jTask, Inc., based in Silicon Valley, specializes in Change Management consulting and CCMP training, focusing on accelerating stakeholder adoption and maximizing benefit realization for organizations.



Instructions

Print the cards on card stock, if possible, and cut them up.

Time yourself. Shuffle the cards and organize inputs and outputs into process groups.

Place inputs and outputs next to the MemoryPak step: inputs left, outputs right.



Back of Cards

Contact us today to learn how to achieve a higher return on your investment in change management professionals and processes.

<http://jtask.com>

Email sales@jtask.com



- Business Case
- Research
- Charter
- Strategic Plan
- Success Measures



- Business Case
- Change Definition
- Charter
- Strategic Plan
- Success Measures



- Organization Vision, Mission, Values
- Business Case
- Change Definition
- Strategic Plan



- Business Case
- Charter
- Strategic Plan
- Vision Statement
- Change Definition



- Change Definition
- Charter
- Stakeholder Analysis
- Current Organizational Charts & Profiles



- Change Definition
- Vision Statement
- Current Organizational Charts & Profiles
- Research
- Charter



- Change Definition
- Vision Statement
- Research
- Stakeholder Analysis



- Strategic Plan
- Current Vision Statement
- Future State Vision Statement
- Case for Change
- Risk Plan



- Business Case
- Vision Statement
- Strategic Plan



- Core Values & Behaviors
- Current Communication Channels, Tools, & Methods
- Opinion Surveys & Feedback Assessments
- Vision Statement



- Competency Assessment
- Culture Assessment
- Organization's Historical Experience with Change
- Stakeholder Assessment
- External Environment Impact Assessment
- Change Impact Assessment
- Inventory of Change-Related Resources



- Change Objectives & Goals
- Culture Assessment
- Organizational Change Capacity Assessment
- Organizational Alignment Assessment
- Sponsorship Alignment Assessment
- Vision Statement
- Risk Assessment



- Change Objectives & Goals
- Culture Assessment
- Organizational Change Capacity Assessment
- Sponsorship Alignment Assessment
- Stakeholder Analysis
- Current Comm. Channels, Tools, & Methods
- Vision Statement
- Risk Assessment



- Stakeholder Analysis
- Change Impact Assessment
- Communication Needs Assessment
- Culture Assessment
- Organizational Change Capacity Assessment
- Organizational Alignment Assessment



- Stakeholder Analysis
- Change Impact Assessment
- Culture Assessment
- Organizational Change Capacity Assessment



- Change Definition
- Change Impact Assessment
- Current Comm. Channels, Tools, & Methods
- Organizational Change Readiness Assessment
- Project Charter & Project Documentation
- Stakeholder Analysis
- Vision Statement



- Change Risks
- Organizational Change Readiness Assessment
- Sponsorship Alignment Assessment
- Stakeholder Analysis



- Current State Analysis
- Change Impact Assessment
- Current Communication Channels, Tools, & Methods
- Communication Strategy
- Sponsorship Strategy
- Stakeholder Analysis

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- Stakeholder Engagement Strategy
- Change Impact Assessment



- Learning Needs Assessment
- Stakeholder Analysis



- Strategic Plan
- Case for Change
- Change Objectives & Goals
- Project Charter
- Success Criteria

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- Business Case
- Change Objectives & Goals
- Change Risk Assessment
- Project Charter & Project Documentation
- Strategic Plan
- Success Criteria & Measures



- Change Management Resources, Roles, & Responsibilities Strategy
- Communication Strategy
- Learning & Development Strategy
- Change Resources Inventory
- Procurement Guidelines & Policies



- Sponsorship Strategy
- Sponsorship Alignment Assessment
- Stakeholder Analysis
- Sponsor Assessment



- Stakeholder Analysis
- Stakeholder Engagement Strategy
- Communication Strategy
- Sponsorship Strategy
- Change Risks



- Comm. Strategy
- Current Comm. Channels, Tools, & Methods
- Key Messages
- Learning & Dev. Strategy
- Proj. Charter & Proj. Doc.
- Project Schedule & Plan
- Sponsorship Strategy
- Stakeholder Analysis
- Stakeholder Eng. Strategy
- Transition Strategy



- Learning & Development Strategy
- Stakeholder Analysis
- Learning Needs Assessment



- Measurement & Benefit Realization Strategy
- Change Definition
- Change Objectives & Goals
- Vision Statement



- Status Report/Benefits Gap Analysis
- Resource Plan



- Change Management Plan
- Project Charter & Project Documentation
- Project Schedule & Plan



- Change Management Plan
- Project Plan



- Communication Plan
- Learning & Development Plan
- Measurement & Benefit Realization Plan
- Project Schedule & Plan
- Stakeholder Engagement Plan



- Change Management Plan
- Project Schedule & Plan
- Resource Plan

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- Project Plan
- Communication Plan
- Stakeholder Engagement Plan



- Sponsorship Plan
- Communication Plan
- Stakeholder Engagement Plan



- Stakeholder Engagement Plan
- Sponsorship Plan
- Communication Plan



- Learning & Development Plan
- Change Resources, Roles, & Responsibilities Plan
- Supporting Learning & Development
- Materials (e.g., job aids)



- Change Management Plan
- Measurement & Benefit Realization Plan



- Sustainability Plan
- Measurement Baselines



- Change Management Plan
- Project Schedule & Plan



- Change Objectives & Goals
- Measurement and Benefit Realization Plan
- Sustainability Plan



- Case for Change
- Success Criteria & Measures
- Change Management Plan

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- Change Objectives & Goals
- Measurement & Benefit Realization Plan
- Lessons Learned Report
- Future Strategy Plan
- Agreement on Ownership Transfer
- Resource Release Approval

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- Change Definition
- Charter



- Business Case
- Charter



- Vision Statement



- Change Objectives & Goals
- Success Criteria & Measures



- Sponsor Identification
- Sponsor Assessment



- Stakeholder Analysis



- Change Impact Assessment



- Organizational Alignment Assessment
- Mod. to Organizational & Enterprise Performance Targets (Goals & Objectives)
- Mod. to Strategic Plan
- Mod. of Business Case
- Mod. of Vision Statement



- External Environment Impact Assessment

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- Culture Assessment



- Organizational Change Capacity Assessment



- Organizational Change Readiness Assessment



- Communication Needs Assessment



- Learning Needs Assessment



- Change Risks Assessment
- Risk Register



- Communication Strategy



- Sponsorship Strategy



- Stakeholder Engagement Strategy

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- Change Impact & Readiness Strategy



- Learning & Development Strategy



- Measurement & Benefit Realization Strategy
- Revised Performance & Rewards Targets



- Sustainability Strategy



- Resource Plan



- Sponsorship Plan



- Stakeholder Engagement Plan



- Communication Plan



- Learning and Development Plan

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- Measurement and Benefit Realization Plan



- Sustainability Plan



- Change Management Plan (updated)
- Project Plan (updated)



- Change Management Plan (approved)



- Communication Plan (updated)
- Learning and Development Plan (updated)
- Measurement and Benefit Realization Plan (updated)
- Stakeholder Engagement Plan (updated)



- Change Management Plan
- Financial Resources Update/Impact Reports
- Human Resources Update/Impact Reports
- Information Resources Update/Impact Reports
- Physical Resources Update/Impact
- Reports



- Communication Delivery



- Sponsor Activities
- Sponsor Competency Building Activities



- Stakeholder Engagement Activities
- Sponsor Engagement Activities
- Resistance Management Activities

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- Learning and Performance Evaluation Reports



- Measurement and Benefit Realization Reports
- Benefits Realization Activities



- Communication Events
- Benefits Reviews
- Business Performance Reports
- Evaluations and Reviews

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- Change Management Plan (updated)



- Change Objectives Analysis Outcomes and Next Steps



- Lessons Learned Evaluation
- Remediation Plan

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- Final Summary Report
- Change Initiative Completion

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Process Sub-step

Resource Plan

Process Sub-step

Sponsorship Plan

Process Sub-step

Stakeholder Engagement Plan

Process Sub-step

Communication Plan

Process Sub-step

Learning and Development Plan

Process Sub-step

Measurement and Benefit Realization Plan

Process Sub-step

Sustainability Plan

Process Sub-step

Execute Resource Plan

Process Sub-step

Execute Communication Plan

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Process Sub-step

Execute Sponsorship Plan

Process Sub-step

Execute Stakeholder Engagement Plan

Process Sub-step

Execute Learning and Development Plan

Process Sub-step

Execute Measurement and Benefit Realization

Process Sub-step

Execute Sustainability Plan

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