

# Change Management Worksheet

# What is the timeline for this change?

The timeline for this change is six months.

# What are the goals of this change?

This change aims to improve communication and efficiency within the company and reduce costs.

# What are the benefits of this change?

The benefits of this change include improved communication and efficiency within the company and reduced costs.

# What are the risks associated with this change?

There is a risk that employees will resist the change, which could lead to decreased productivity. There is also a risk that they will not implement the new system correctly, which could lead to further problems.

Who are the people involved in this change? Name: Stewart Choi Position: Head Manager Role in Change: Foresee and manage the change process: Name: Rachelle Lim Position: Charge Specialist

Role in Change: Plan and execute the change process



# Plan Development

Assigned to: Rachelle Lim

- Developed a change management plan that specialists will use to guide the company through the change process. This plan includes identifying the goals, risks associated with the change, benefits, a timeline for the change, and people involved.
- Created a communications plan to ensure that all employees know the change and understand what is expected of them.

Assigned to: Stewart Choi

- . Developed a training plan to ensure all employees were adequately trained on the new system.
- Created a monitoring and evaluation plan to track the progress of the change and identify any areas that need improvement.

#### KPIs Used To Measure Success

- The number of employees who are trained on the new system.
- The number of employees who are using the new system.
- . The number of employees who are resistant to the change
- The amount of time it takes for employees to adjust to the new system.
- The number of errors made while using the new system.

# Specific Notes for This Change

- . This change is to be implemented over six months.
- All employees must be aware of the change and understand its expectations.
- Specialists must implement a training plan to ensure that all employees are appropriately trained on the new system.
- Change managers must put a monitoring and evaluation plan in place.

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**Victor M. Corman** 

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#### **Table of Contents Report On Change Management**

- 1. Understanding the eBook Report On Change Management
  - The Rise of Digital Reading Report On Change Management
  - Advantages of eBooks Over Traditional Books
- 2. Identifying Report On Change Management
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
- 3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - $\circ\,$  Features to Look for in an Report On Change Management
  - User-Friendly Interface
- 4. Exploring eBook Recommendations from Report On Change Management
  - Personalized Recommendations
  - Report On Change Management User Reviews and Ratings
  - Report On Change Management and Bestseller Lists
- 5. Accessing Report On Change Management Free and Paid eBooks
  - Report On Change Management Public Domain eBooks

- Report On Change Management eBook Subscription Services
- Report On Change Management Budget-Friendly Options
- 6. Navigating Report On Change Management eBook Formats
  - ePub, PDF, MOBI, and More
  - Report On Change Management Compatibility with Devices
  - Report On Change Management Enhanced eBook Features
- 7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Report On Change Management
  - Highlighting and Note-Taking Report On Change Management
  - Interactive Elements Report On Change Management
- 8. Staying Engaged with Report On Change Management
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Report On Change Management
- 9. Balancing eBooks and Physical Books Report On Change Management
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Report On Change Management
- 10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
- 11. Cultivating a Reading Routine Report On Change Management
  - Setting Reading Goals Report On Change Management
  - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Report On Change Management
  - Fact-Checking eBook Content of Report On Change Management
  - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
  - o Utilizing eBooks for Skill Development
  - Exploring Educational eBooks

- 14. Embracing eBook Trends
  - Integration of Multimedia Elements
  - Interactive and Gamified eBooks

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