

# 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: Change 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.

# Report On Change Management

**Michael A. Simonyi**



## **Report On Change Management:**

*Best Practices in Change Management 11th Edition* Karen Ball, Tim Creasey, Kent Ganvik, Emily Hazelton, Lisa Kempton, Robert Stise, Josh Garside, Sue Emond, 2020-09-14 Apply best practices research to the changes in your organization to optimize your change management approach and achieve results As the most comprehensive body of knowledge on change management *Best Practices in Change Management* gives you the access to benchmarks and best practices you need to be effective Since 1998 Prosci has conducted research with more than 8 100 change leaders The eleventh edition of *Best Practices in Change Management* presents data from the 2019 study which surveyed 1863 project leaders and change practitioners representing organizations from 85 countries The edition combines the findings from the 2019 study with findings from previous studies conducted in 1998 2000 2003 2005 2007 2009 2011 2013 2015 and 2017 to form this exhaustive compendium of benchmarking findings Participants revealed the factors that contributed to their project success what they would do differently on their next change project how they integrated change management in their organizations and how they built an enterprise wide change management capability Compare your efforts to these benchmarks and apply best practices in your own change management work

**Housing and Planning References** ,1976      **Annual Report for Fiscal Year ...** Commodity Credit Corporation,1999      *Report of the President of the Commodity Credit Corporation* Commodity Credit Corporation,2005      **Microsoft System Center 2012 Unleashed** Chris Amaris, Rand Morimoto, Pete Handley, David Ross, 2012-05-31 This is the definitive real world guide to Microsoft System Center 2012 Microsoft's newest and most powerful version of System Center Authored by consultants who've deployed System Center in hundreds of enterprises and innovative smaller businesses this book brings together up to the minute tips tricks and techniques you just won't find anywhere else You'll learn how to use System Center's powerful capabilities to build highly efficient managed environments that encompass datacenters cloud environments client computers mobile devices and more The authors address planning design implementation integration and administration and cover every component including Configuration Manager Operations Manager Data Protection Manager Virtual Machine Manager Service Manager and Orchestrator Use Configuration Manager 2012 to deliver software and updates in highly distributed environments including datacenters clouds and mobile devices Reliably manage and report on assets with Configuration Manager 2012 Perform monitoring alerting operations and security reporting with Operations Manager 2012 Use Data Protection Manager 2012 to protect file systems SQL Microsoft Exchange and SharePoint Leverage Data Protection Manager 2012's improved central monitoring and remote recovery Run Hyper V virtualized environments with VMM 2012 including new private clouds and mixed private public fabrics Use Service Manager 2012 to provide top down integration and use Orchestrator 2012 for bottom up process automation and integration glue Give users an efficient self service portal for creating service and incident requests and browsing service catalogs Manage service offerings and implement enterprise wide change control with Service Manager

2012 Ensure compliance by creating executing and repeating auditable documented processes with Orchestrator 2012

Microsoft System Center Enterprise Suite Unleashed Chris Amaris,Tyson Kopczynski,Alec Minty,Rand Morimoto,2010-04-09 Microsoft System Center Enterprise Suite Unleashed is the first and only definitive real world guide to the entire Microsoft System Center Enterprise Suite It brings together tips tricks best practices and lessons learned by top consultants who ve deployed System Center in some of the world s largest enterprises and most successful small businesses Drawing on years of early adopter and production experience Rand Morimoto Chris Amaris and their team cover the entire System Center lifecycle and its components for system configuration operations management data protection virtual machine management help desk support change management asset control capacity planning and mobile device management You ll learn about individual components and how to integrate them to build automated exceptionally efficient managed environments For smaller businesses the book also presents Microsoft s streamlined lower cost IT management offering System Center Essentials 2010 Use System Center Configuration Manager 2007 to image update manage and support servers and clients Proactively monitor your systems to identify and fix problems before they fail Use System Center Data Protection Manager 2010 to provide reliable timely backup recovery Implement and manage all aspects of virtualization including virtual guest sessions on both Microsoft Hyper V and VMware Make the most of System Center Service Manager 2010 s integrated tools for managing help desks incidents assets and changes Use System Center Capacity Planner to properly size procure and deploy new systems Remotely track secure patch update and support mobile devices with System Center Mobile Device Manager Simplify small business IT management with System Center Essentials 2010 s wizards and auto configuration components DB2 Administration Solution Pack for z/OS: Streamlining DB2 for z/OS Database Administration Paolo Bruni,Tom Crocker,Elaine Morelli,Richard Schaufuss,IBM Redbooks,2013-08-27 IBM DB2 tools for z OS support and exploit the most current versions of DB2 for z OS These tools are integral for the administration of the DB2 for z OS environment and optimization of data performance DB2 Administration Solution Pack for z OS V1 1 5697 DAM offers features functions and processes that database administrators DBAs can use to more effectively and efficiently manage DB2 environments DB2 Administration Solution Pack for z OS is composed of the following tools IBM DB2 Administration Tool for z OS IBM DB2 Object Comparison Tool for z OS IBM InfoSphere Optim™ Configuration Manager for DB2 for z OS IBM DB2 Table Editor for z OS This IBM Redbooks publication shows how the delivered capabilities can help DBAs to more easily complete tasks associated with object management change management application management and configuration management Compliance Handbook for Pharmaceuticals, Medical Devices, and Biologics Carmen Medina,2003-12-09 This text lists the necessary steps for meeting compliance requirements during the drug development process It presents comprehensive approaches for validating analytical methods for pharmaceutical applications **ITIL® 2011 Edition - A Pocket Guide** Jan van Bon,2020-06-11 For trainers free additional material of this book is available This can be found under

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The Shortcut Guide to Improving IT Service Support Through ITIL Realtimepublishers.com, 2007

**COBIT 5** ISACA, 2012 This publication complements COBIT 5 and contains a detailed reference guide to the processes defined in the COBIT 5 process reference model

*Certified PM2 Foundation by PM2 GROUP Courseware* Laurent Kummer, 2022-08-31 In this courseware you will not only learn the ropes about a very efficient and light methodology you will also be exposed to a positive philosophy of good project management practice focused on delivering value to citizens following sustainable principles and ethics The material is articulated around three objectives Giving you an overview of PM2 in the context of general project management Teaching you the fundamentals of PM2 in preparation for the Foundation Certification exam Helping you concretely manage projects by discussing general project management techniques and putting them in the context of PM2 To this effect you will see that the various pages of this courseware have been coded accordingly The reach of PM2 on the European landscape has been exponential in the past

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