

Foundations Consulting Change Management Toolkit

“Don’t leave home without it!”

Diagnostic Phase

Tools

- Stakeholder Analysis & Mapping Tool
- Change Complexity Rating Ruler
(sizing the change management effort needed)
- Change Impact Diagnostic Questionnaire
- Change Business Readiness Assessment
- Change Saturation Mapping Tool
- Detailed Impact Assessment Tool - OPPTW
- Change Management Framework

Report

- Analysis & Change Impact Report

Planning Phase

Tools

- Change Management Planning Matrix
(who, how many & where, what, when & how)
- Change Engagement Step Ladder
- Communication Plan & Tracking Tool
- Business Change Champion Model
- Training Need Analysis

Report

- Business Change Management Plan

Delivery Phase

Tools

- Communication Kits/Templates
- Training Design/Development Templates
- Train-the-Trainer Courses
- Training Delivery Templates
- Job Aids/Cheat Sheets/Reference Cards
- Processes/Procedures/Work Instructions
- Human Resource Management Tools

Report

- Post-Implementation Review Report

Box of Tricks

- Team Lollie Jar
- Rollout Team Coloured Shirts
- Certificates & Awards
- Communication Calendar
- Different Hats & Roles
- Who Moved My Cheese
- Feedback Surveys
- Effective Meetings Handout
- Novelty Products