



## Business Change Management Project Healthcheck Form

Project Name/Code:	
Date/Time:	
Healthcheck Facilitator:	
Project Manager (optional):	

In the context of delivering a business improvement project (eg. new ICT systems, new processes, role changes, organisational structure & culture change, office relocations, etc), it is acknowledged benefits realisation is fundamentally reliant on staff adopting the 'changes' being introduced.

As such, it is critical that all projects apply good rigour & sound planning to how they will manage the 'people' side of a change initiative. That is how they will 'engage, prepare & support' stakeholders through the transition and ensure a strong take-up & adoption of the changes.

The following range of healthcheck statements will help the project assess how well the critical elements have been addressed so far, and any recommendations/actions that would further ensure a successful outcome in terms of 'people readiness & people adoption.'

For each item, assign a rating that best reflects the appropriate response:

1. Not at all
2. Only slightly
3. Somewhat
4. For the most part
5. Very much so

Healthcheck Statement	Rating	Recommendations/Actions
1. The project has enlisted the support of a strong & visible executive sponsor, and the sponsor has an understanding of your expectations of them in executing that role.  - <i>Project Sponsor Role Statement</i>		
2. The project has clearly identified the range of stakeholders that will be 'influencers' on the success of the project and/or 'impacted' by the changes being introduced by the project.  - <i>Stakeholder Analysis &amp; Mapping Tool</i> - <i>Stakeholder Analysis &amp; Impact Register</i>		
3. The project has planned out the approach it will take to engaging with stakeholders and the variety of communications that need to occur during the course of the project (incl. channels for feedback & monitoring staff readiness).  - <i>Communication Plan/Tracker</i>		

(PTO - more items on the back)



Healthcheck Statement	Rating	Recommendations/Actions
<p>4. The project has clearly identified the variety of ‘change impacts’ that will result from the project, and how best to ‘engage, prepare &amp; support’ stakeholders through that transition - ensuring a strong take-up &amp; adoption of the changes.</p> <ul style="list-style-type: none"> <li>- <i>Stakeholder Analysis &amp; Impact Register</i></li> <li>- <i>Business Change Management Plan</i></li> <li>- <i>Training &amp; Business Support Plan</i></li> </ul>		
<p>5. The project has established a line of communication with the relevant business areas and sought their representation &amp; participation/involvement on the project.</p> <ul style="list-style-type: none"> <li>- <i>Business Reference Group</i></li> <li>- <i>Network of Business Champions</i></li> </ul>		
<p>6. The project has clearly identified what other change initiatives maybe concurrently underway and having a significant impact on the same business areas that will be impacted by this project. As such, we understand the collective impact being experienced by those business areas, and their level of ‘change saturation’ or ‘change fatigue’.</p> <ul style="list-style-type: none"> <li>- <i>The Watch List of Concurrent Projects</i></li> <li>- <i>Portfolio View Collective Change Impact</i></li> </ul>		

Any further comments/recommendations for improvements?