

Planning for the Change Initiative Worksheet

Once you have identified the change you want to initiate, it is essential to build a business case that will allow you to communicate your plan to other stakeholders and create buy-in.

**Change/Project Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Current State:*** Where are we now?
* What is the present state like?
* Provide a brief description of the current situation.
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| **Factors or Problems:*** Why do we need to change?
* Why is what we’re doing currently not working?
* What “threat” or opportunity exists?
* What requirement, problem, or need is stimulating the change?
* What about the existing situation makes things difficult (e.g., missing deadlines, errors, changing regulatory or business conditions, etc.)
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| **Costs:*** Define the potential impact if the change does not occur or the issue is not resolved.
* Describe the challenges we face if we don’t change.
* Gather real data where available.
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| **Future State:*** What would it look like if the change occurred?
* Describe the future state that can be envisioned and achieved—if only a solution can be found.
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| **Benefits:*** What are the benefits of making the change? Why do we want to do this anyway?
* Provide a brief, concise list of what the project is to accomplish.
* Describe the anticipated end deliverables, outcomes, or results.
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| **Objective:*** Tie the change into the department or organizational business strategy or larger objectives where applicable (i.e patient safety, etc.).
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| **First Steps:*** What initial actions are needed? Include a brief, broadly defined sense of direction, indicating the work to be done and pointing the way toward the desired state. Give a promising solution.
* What part do we need people to play in planning and implementing the change?
* Who are the primary stakeholders impacted? How could we get their buy in and input into the change?
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