

Team Change Definition Tool

Overview

What and Why

Does your team clearly define change when it occurs? Does your team clearly understand what the change IS and IS NOT? Do they know what is negotiable and what is not? Do they know why the change is necessary? Do they know what will be required? Do they have the opportunity to voice their questions and concerns? Do they know what will be the first steps?

How

The following key actions can help your team define specific change situations.

1. **DEFINE.** Use the Change Definition Worksheet to help your team clearly define a specific change that will impact your team. Practice the words you will use to define the change.
2. **DISCUSS.** Use the Change Definition Worksheet to actually discuss the change with your team. Take time to gain mutual understanding on each of the five definition points. Strive to facilitate two-way communication.
3. **FOLLOW-UP.** Set a follow-up date to meet again and discuss again the change. Go over each of the five definition points once again.



Change Definition

Worksheet

Step 1

Define what the change is and what it is not.

<p style="text-align: center;">What IS the change?</p>		<p style="text-align: center;">What is it NOT?</p>
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Is the change negotiable?

Yes

No

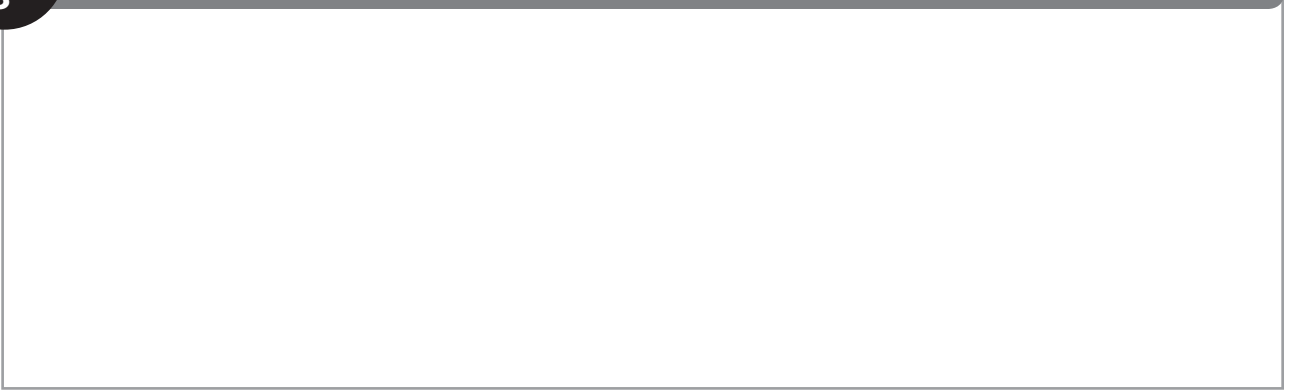
Step 2

Define why the change is necessary.

Benefits		Risks
<p style="text-align: center;">Organization</p> <hr/> <p style="text-align: center;">Team</p> <hr/> <p style="text-align: center;">Individual</p>		<p style="text-align: center;">Organization</p> <hr/> <p style="text-align: center;">Team</p> <hr/> <p style="text-align: center;">Individual</p>

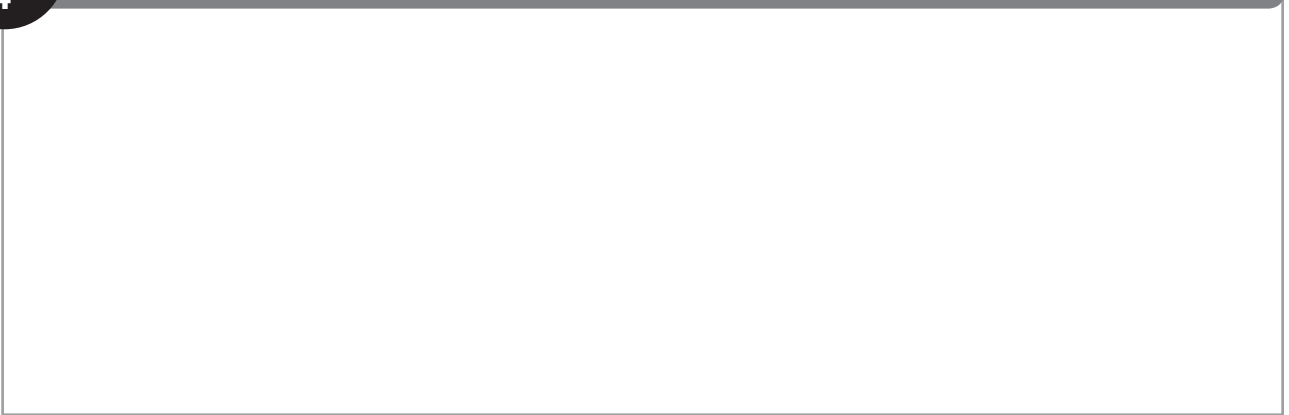
**Step
3**

Identify specific change requirements.



**Step
4**

Make a list of relevant questions and issues.



**Step
5**

Identify practical first steps.

