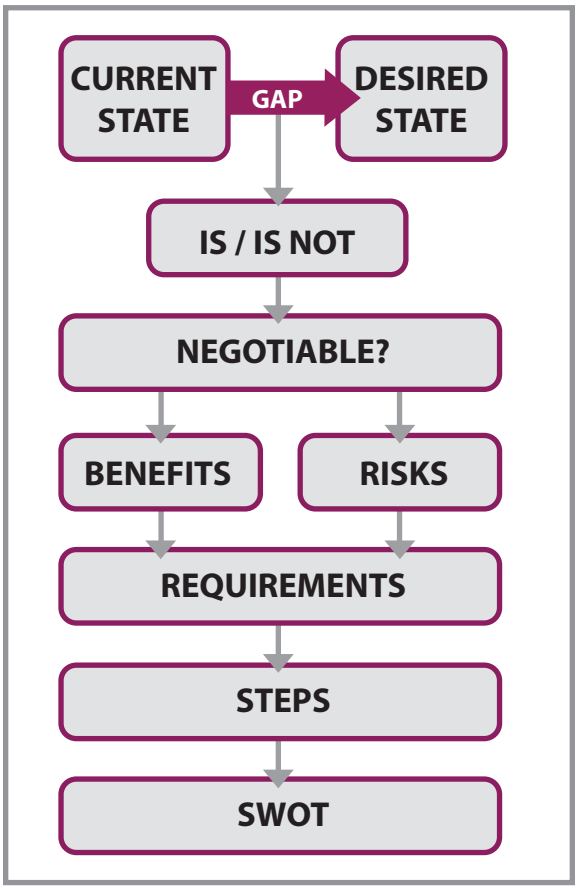
2 CHANGE DEFINITION TOOL

When change is imminent, your job as a leader will be to clearly define the change in a way that is compelling and accurate for everyone involved. Doing so helps to create focus and prevent misguided energy and speculation.

What is the change your team is facing?

What is the date?



STEPS

a. Define the gap between ***current state*** and desired ***future state.***

b. Define what the change ***is*** and what the change ***is not.***

c. Is the change ***negotiable?***

d. Define ***benefits*** and ***risks.***

e. Identify specific change ***requirements*** and ***actions*** – for the team as a whole and for individual team members.

f. Lay out the ***key steps*** as you see them today.

g. Discuss, record, and act on relevant ***strengths, weaknesses, opportunities,*** and ***threats.***

Involve others in this process. There are many valuable perspectives that can bring clarity, focus, and energy to the change.

2 Change Definition
Worksheet

a. Describe the current state to desired future state.

As you begin to consider a specific change, take a moment to clarify and articulate the gap between the desired state (the picture and vision for the future) and the current reality.

Current State	GAP	Desired Future State

b. What IS the change and what is it NOT?

Describe specifically what the change will entail and what it will not. This helps bring clarity and minimizes misinformation and anxiety.

Define what the change IS.	Define what the change IS NOT.

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2 Change Definition
Worksheet

c. Is the change negotiable?

Clarify the degree to which the change is up for negotiation, and if so, what aspects. Perhaps the WHAT is not negotiable and the HOW is more negotiable.

How negotiable is the change?

VERY NEGOTIABLE — 1 — 2 — 3 — 4 — 5 — NOT AT ALL NEGOTIABLE

d. What are the benefits and risks? What is the case for change?

Discuss and clarify the benefits and risks associated with both making the change and staying the same. Create together the case for change.

Benefits to making the change. Organization - Team - Individual	Benefits to staying the same. Organization - Team - Individual
Risks or costs to making the change. Organization - Team - Individual	Risks or costs to staying the same. Organization - Team - Individual

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2 Change Definition
Worksheet

e. What will be required?

Based on what you know currently, clarify and discuss what will be required of the team and of individuals to succeed with the change?

What will be required of our team as a whole?	When?

What will be required of individual team members?	Who?	When?

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2

Change Definition
Worksheet

f. What are the key steps?

Based on what you know currently, clarify and discuss what steps both the team and individuals will need to take to meet the success requirements defined.

What steps will we take as a team?	When?

What are the steps for individual members?	Who?	When?

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2

Change Definition
Worksheet

g. Strengths, weaknesses, opportunities, and threats.

Seek diverse perspectives on the strengths, weaknesses, opportunities and threats associated with this change as you know it toay.

Strengths	Weaknesses
Opportunities	Threats

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