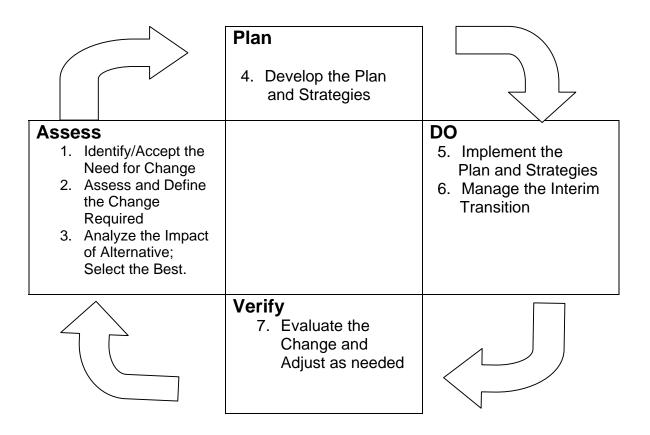
Change and Transition Tool Kit



Steps & Tools for Managing Change and Transition

- **What:** This tool will help you identify the steps to take in managing change and transition.
- **Why:** As a change leader, it helps to take an organized approach to organizational change. These steps and tools can help you organize how you will approach your change mandate.
- **When:** Use this model when you need to manage change in your area of responsibility.
- How: Use the model to help you **ASSESS**, **PLAN**, **DO** and **VERIFY** during change and transition.

Each of these steps are linked to tools that you can use to plan and implement for change. Review the steps and choose the most appropriate tools. These steps are grouped according to the "Assess, Plan, Do & Verify" cycle as shown on the following pages.



Process for Managing Change and Transition

	STEPS	TOOLS
Assess	 Identify/Accept the Need for Change: List the issues, indicators or symptoms Ask stakeholders to confirm the issues indicators or symptoms Decide whether change is necessary Set up change team(s)/support mechanisms (implementation, transition, communication etc.) Clarify Roles (Sponsor, Implementer, Agent, Advocate) Assess and Define the Change Required: Identify the preferred future Assess the current state Identify the gap or difference Clearly define what must be changed 	
	 Establish measures of success Analyze the impact of Alternatives: Select the Best List reasonable alternatives (including making no change) Assess the cost/benefits, pros/cons, outcomes vs. risks and potential side effect refBT/TT6 1 Tf015.4815.48016.42 72 Tm09Tc 	(Assess)Tj024 24 .21 T76outc or mes vs. risk.Poosp

4.



TOOLS

Plan

Develop the Plan and Strategies

- Explain the Change and Rationale
- Describe the Current Situation vs. the Desired Future
- Explain the Options Considered and Decision
- Objectives, Action plans, and Measures of Success
- Develop Strategies
 - Operational (Physical/

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