

CHANGE MANAGEMENT CHECKLIST

**Adoption In Action -
Change Management Practices**

☐ Define your goal

☐ Identify benchmarks and milestones

1.

2.

3.

☐ Build a coalition – find your friends

1.

2.

3.

☐ Build a coalition – convert skeptics

☐ Define and measure performance in the system

☐ Create a customer support channel

☐ Celebrate victories. Write them down:

☐ Complete you demo delivery plan, and track your results and outcomes:

Audience	Style	Desired Outcome