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*time to  
make  
your  
change a  
success*

Experts in Leadership, Project Management & Change Management





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APPROACH  
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# BUSINESS CHANGE CHECKLIST 2.0

## How to use this checklist?

-  Reflect on your business and rate the statements per area.
-  Score a 3 if you see this as a strength, 2 if sufficiently covered, or 1 if weak.
-  Plot your results onto the LPC Triangle.
-  Check and learn more about the results.

## Leadership

- An executive leader has accepted the assignment as a primary sponsor for the project.
- The senior /middle managers understand and are capable of fulfilling their role as a sponsorship coalition.
- Leaders have allocated sufficient time in their busy schedules to support the project.
- TOTAL**

## Project Management

- A project manager has been assigned to the project to manage the project resources and tasks.
- The project has defined and documented its S.M.A.R.T. objectives and success measures.
- The project sponsor is engaged effectively to resolve issues, approve resources or discuss schedule/scope creep.
- TOTAL**

## Change Management

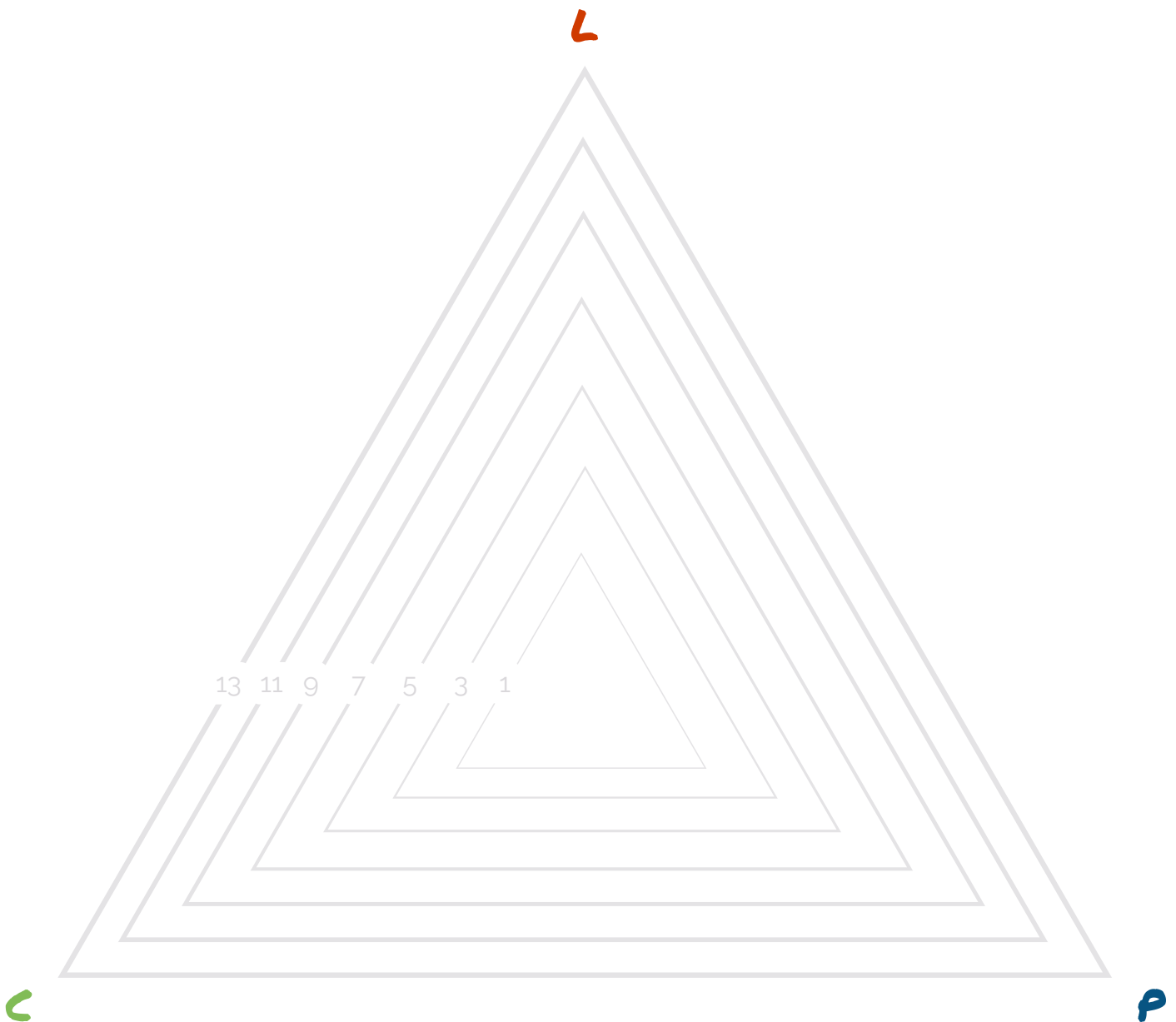
- A Business Change Audit or Readiness Assessment has been completed and corrective actions identified.
- The future state and the changes to the current state have been clearly defined and communicated.
- The most impacted stakeholders of the organisation have contributed to the discovery of the change impact.
- Change champions have been identified and added to the stakeholder register based on their local influence and attitude.
- TOTAL**

## Plot your results onto the LPC Triangle

Calculate your total in each area and plot it below.



A perfect LPC Triangle is a rare and precious outcome. Your business can be proud if Leadership, Project Management and Change Management are integrated well and support each other perfectly. If your triangle looked a little wonky, Don't worry! With a few tweaks from our Business Change Audit, you can probably set the course straight. Our audits are free with no strings attached.



## Understand your scores

Well done, for every statement that you rated at 3!



High scores mean that your business has put a healthy emphasis on the major domain(s) that drive successful business change.

To avoid common errors in changing or transforming businesses, monitor or even better tackle all statements that rate 2 and below.

## What good looks like?

- 1** A project sponsor at the right leadership level is critical. Make sure this is part of your project initiation meeting agenda.
- 2** Approach the sponsor with clear expectations for their role and time and get them to sign up officially. A Project Charter can be a great written agreement.
- 3** Review resource requirements, priorities and stakeholder availability to identify any capacity issues.
- 4** Ensure proper discussion, alignment and documentation of the project benefits, outcomes and acceptance criteria between all 3 sides.
- 5** Aim to fully understand the stakeholder's point of view and WIIFM to get their attention and engagement at critical milestones of the project.
- 6** Choose a Change Manager and methodology that takes people on the journey from the current to the future state.

# FREE DETAILED CHANGE AUDIT

- ✓ Comprehensive questionnaire
- ✓ Assessment through experts
- ✓ Detailed report
- ✓ Includes corrective actions
- ✓ No strings attached



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**LET US HELP YOU MAKE CHANGES AND  
TRANSITIONS PAIN-FREE FOR YOUR BUSINESS**



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