

CHANGE PROJECT CANVAS


Your plan on a page for a change or any continuous improvement project.

Project Name:


Project Manager:

Change Manager:

Key Objectives



Change Impact & Risks




Amount of change to processes, systems & tools, job role & location. score

Score

Affected areas


Communications Plan



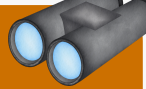
Key messages

Channels

Key Milestones & Timeline




Strategic Vision & Scope



Describe the context, the tangible future state and how we are going to get there (scope).

Deliverables & Success Criteria




1

2

3

Stakeholder Analysis



Describe group characteristics, role in the change process and level of influence. level of influence

Strategies for engagement


Budget & Resources



Training Needs

Due Date

Feedback & Lessons Learnt



HOW TO USE THIS CANVAS?

The Change Project Canvas allows you to easily create an integrated project and change plan on a page. Level up with the right Change Management solutions.

Step 1: Key Objectives

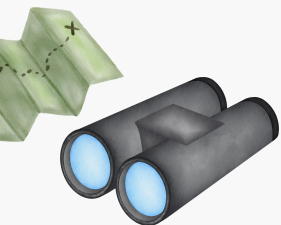


Ask:

- What is the goal and why?
- Are my objectives clear and concise, leaving no room for ambiguity?
- How do my objectives align with the organisation's mission, vision, and strategy?

Example of a SMART project objective: By the end of the fiscal year, increase employee engagement scores by 15% as measured by the annual employee satisfaction survey, by implementing monthly team-building workshops and a transparent communication strategy.

Step 2: Strategic Vision & Scope



Articulate your vision for the desired future-state and its tangible benefits. Describe how you will get you there.

Ask:

- What does success look like?
- How will this benefit stakeholders?
- What actions and changes are required to realise the vision?

Example of a strategic vision statement: To become an employer of choice and attract top talents, by providing a safe and supportive environment where everyone can learn, grow, and thrive.



Deliverables & success criteria: work management system, process maps, training.

Then, think of the project deliverables and the success criteria that turn the vision into reality. Draw or insert icons for each.

Step 3: Change Impact & Risks



Identify areas impacted by the change and assess the potential risks to the organisation / project.

Score 1 for low to 5 for high

Example risks associated with the change:

Transitioning to new processes and systems may impact customers and stakeholders and have financial implications.

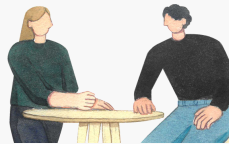


Plot it on the graph to see your risk level.

Ask:

- What could, possibly go wrong?
- Who is impacted and likely to push back?
- How severe and likely are the consequences?

Step 4: Stakeholder Analysis



Identify stakeholders with similar characteristics. Assess their roles and influence.

Then, land on a communication and engagement strategy for each stakeholder group.

Ask:

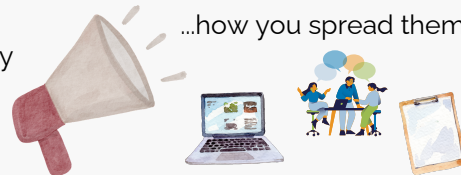
- Who will be directly impacted by the change?
- Who can influence the success of the project?
- Who might have concerns or interest to advocate?



Example engagement strategy: Leadership workshops, team meetings, coaching, feedback forms, etc.

Step 5: Communications Plan

Craft your project's key messages and select



...how you spread them

Step 6: Key Milestones & Timelines



Sketch your high-level timeline with key milestones and phases.

Ask:

- When do we start and finish?
- What are the critical transition steps?
- When will key outcomes and deliverables be achieved?

- Kick-off: Big announcement
- Pilot: Super users use new processes in new systems
- Transition completed

Step 7: Budget & Resources

Identify the resources (human, financial, technological) required for the project.



Don't forget training!

Ask:

- What resources are needed to transition successfully?
- How can the resources be optimally distributed?
- Are there capacity constraints?

Invest in practical change learning pathways to make change smooth and pain-free.

Step 8: Feedback & Lessons Learnt



Capture lessons learnt and insights for future projects.



PRO TIP! Make your project a data project. Think early on of feedback mechanisms such as SharePoint widgets, Google Forms or Post-its walls.

Ask:

- What went really well?
- What obstacles and challenges were faced?
- Did our actions align with our objectives and vision?
- What would we do differently next time?

Example Key Message: Employer of choice, Safe and supportive, Learn, grow, and thrive.

Comms channel: Townhalls, SharePoint page, factsheets, toolbox talks, team-building events, posters, newsletter, etc.