

# MANAGING CHANGE CHECKLIST

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ASSESSMENT CHECKLIST	X
<b>COMPOSITION OF YOUR ORGANIZATION'S IMPLEMENTATION TEAM</b>	
You've identified team leader and that person in place	
You've included other team members with necessary expertise and relevant role in your organization	
A member of senior leadership knows of and supports the effort and will be kept informed of progress	
<b>TEAM STARTUP</b>	
You clearly state your team's agenda and its mission	
Your team has the necessary resources and training to begin	
<b>CURRENT STATE OF EVIDENCE AND KNOWLEDGE ABOUT THE HEALTHCARE PROCEDURE / PRACTICE</b>	
You have closely examined your organization's current practices with the healthcare process or procedure	
You have identified the challenges and hurdles to consistently performing the process or procedure in an evidence-based and effective way	
You've assessed staff knowledge of the appropriate way to perform the process or procedure	
<b>BEGINNING THE REDESIGN</b>	
You've explored various approaches to redesign how the process or procedure is performed, and chosen the best approach.	
You've analyzed the gap between how your organization currently performs the process or procedure and how you want the procedure performed.	
<b>SETTING GOALS AND PLANS FOR CHANGE</b>	
You've set specific goals for the performance and quality improvement you want	
You've outlined a written plan for changes to meet those goals.	
You've outlined a preliminary plan for ensuring the changes continue and are sustained once they begin.	

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