

1. Opportunity

What strategy do you plan to implement?

2. Assessment

Purpose

- What is the reason for this strategy?
- Does this strategy fit with your future vision?
- Does this strategy fit with your organization's mission?

Audience

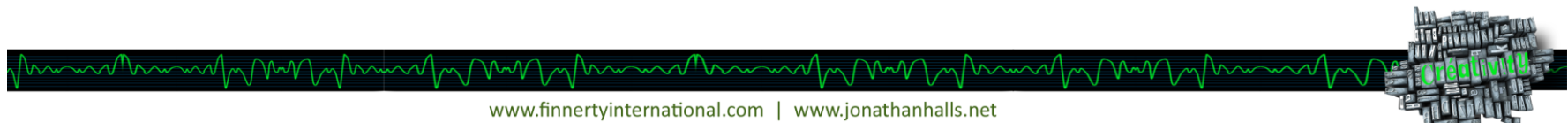
- Who will be affected by this opportunity?
- Do you anticipate positive or negative consequences?

Resources

- What resources will be necessary to implement this plan?
- Do you have these resources or can you get these resources?
- Who is the sponsor for this change?

Rewards

- What is the incentive to undertake this change?
- What are the positive consequences?



3. Action Plan

Leadership

- How will you lead this change? Traditional, complex, or a blended approach?
- Who has the knowledge to implement this change? Leaders or staff?

Structure

- How will the work be done or divided up after the change?
- What will the work flow look like?
- What are the tasks?
- What are the necessary skills?
- How will you get them? Current staff? Training? Hire?

Network

- Who needs to be involved in the project?
- How will they work together? Committee, virtual team, surveyed for ideas?

Technology

- What technology and space resources do you need to implement this change?
- What is the budget for this project?
- Is the location or arrangement of physical space optimal or does it need to change?
- What do the people need to do the work effectively?

Execution

- How will you communicate the change?
- How will you listen and get feedback?
- How will you resolve conflicts and solve problems? Edict, Vote, Consensus or Delegation?

