

TOOL DESCRIPTION

Change Project Inventory



Getting a clear picture on the current situation is the crucial first step in every project. Creating a Change Project Inventory makes this possible.

When initiating a change process, it is crucial to get a good understanding of the current situation and of the possible goals and a suitable procedure. Nine focus areas lead us through the inventory:

1. WHO, WHAT and WHY of the Change
2. Goals
3. Affected areas in the organization
4. Current stage of development
5. Hot topics
6. Previous experiences with change
7. Supporting and hindering forces
8. Timeline
9. Complexity and size of the change

By using the provided templates, you will get a clear picture of the “inventory” for your change initiative.

Duration 1.0–1.5 h	Participants sponsor with first allies and/or internal change consultant	Facilitation templates, pens
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Change Project Inventory | Template

Initiator

Organizational unit

Title

1 Initial situation

2 Vision

3a Affected organizational units

4 Developmental stage of the change process

3b Affected roles (e.g., managers, employees)

What has happened so far?

What is already underway?

What is next?

Change Project Inventory | **Template**



Initiator
Organizational unit

5 Hot topics		6 Experience with similar projects	
7 Supporting and hindering forces		8 Timeline	
Supporting forces	Hindering forces		

Change Project Inventory | Template

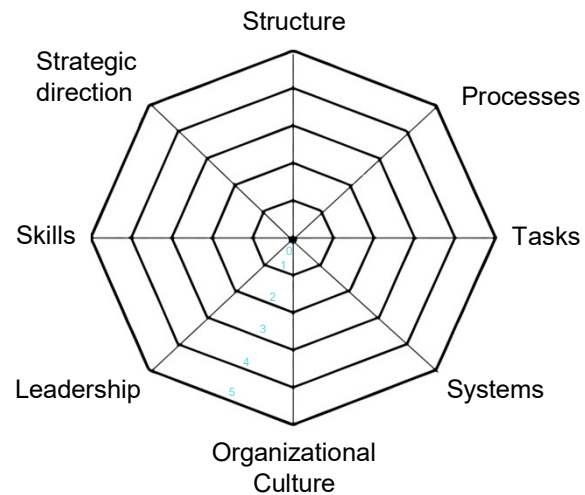
Initiator

Organizational unit

Complexity and extent of change

9 Extent of change

Remarks



Legend: 0 = no change, 5 = major change