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Establishing Guidelines and Assigning Accountability

FOR THIS EXERCISE, you'll be discussing the questions below as a full group. Record your response to each question in the space allotted.

Identify Candidates for Key Change Roles

Who will be responsible for determining the desired outcomes of the transformation?	
Why is this person(s) the best choice?	
What unique capabilities or competencies does this person(s) bring?	
Because of this new and added responsibility, will the person(s) need to shift some present workload? How will this be done?	
Does this person(s) have significant change management experience? If not, discuss how you will address this issue.	

Who will have the delegated authority to refine the desired outcomes ?	
Why is this person(s) the best choice?	
What unique capabilities or competencies does this person(s) bring?	
Because of this new and added responsibility, will the person(s) need to shift some present workload? How will this be done?	
Does this person(s) have significant change management experience? If not, discuss how you will address this issue.	

Who is responsible for constructing the change strategy and roadmap?	
Why is this person(s) the best choice?	
What unique capabilities or competencies does this person(s) bring?	
Because of this new and added responsibility, will the person(s) need to shift some present workload? How will this be done?	
Does this person(s) have significant change management experience? If not, discuss how you will address this issue.	

Who oversees and course corrects the change strategy ?	
Why is this person(s) the best choice?	
What unique capabilities or competencies does this person(s) bring?	
Because of this new and added responsibility, will the person(s) need to shift some present workload? How will this be done?	
Does this person(s) have significant change management experience? If not, discuss how you will address this issue.	

Who will prioritize and integrate the change initiatives ?	
Why is this person(s) the best choice?	
What unique capabilities or competencies does this person(s) bring?	
Because of this new and added responsibility, will the person(s) need to shift some present workload? How will this be done?	
Does this person(s) have significant change management experience? If not, discuss how you will address this issue.	

Who will design and develop the change processes ?	
Why is this person(s) the best choice?	
What unique capabilities or competencies does this person(s) bring?	
Because of this new and added responsibility, will the person(s) need to shift some present workload? How will this be done?	
Does this person(s) have significant change management experience? If not, discuss how you will address this issue.	

Who is responsible for the alignment of the initiatives and change processes as the overall effort develops?	
Why is this person(s) the best choice?	
What unique capabilities or competencies does this person(s) bring?	
Because of this new and added responsibility, will the person(s) need to shift some present workload? How will this be done?	
Does this person(s) have significant change management experience? If not, discuss how you will address this issue.	

Who is responsible for determining the project resource requirements ?	
Why is this person(s) the best choice?	
What unique capabilities or competencies does this person(s) bring?	
Because of this new and added responsibility, will the person(s) need to shift some present workload? How will this be done?	
Does this person(s) have significant change management experience? If not, discuss how you will address this issue.	

Who is accountable for overseeing the project's budget and reporting ?	
Why is this person(s) the best choice?	
What unique capabilities or competencies does this person(s) bring?	
Because of this new and added responsibility, will the person(s) need to shift some present workload? How will this be done?	
Does this person(s) have significant change management experience? If not, discuss how you will address this issue.	

Who is the person responsible for overall project status reporting ?	
Why is this person(s) the best choice?	
What unique capabilities or competencies does this person(s) bring?	
Because of this new and added responsibility, will the person(s) need to shift some present workload? How will this be done?	
Does this person(s) have significant change management experience? If not, discuss how you will address this issue.	

Who will establish and oversee the roles and responsibilities of the change management team and the change process owners (managers)?	
Why is this person(s) the best choice?	
What unique capabilities or competencies does this person(s) bring?	
Because of this new and added responsibility, will the person(s) need to shift some present workload? How will this be done?	
Does this person(s) have significant change management experience? If no, discuss how you will address this issue.	

Who owns and makes the key change decisions affecting change strategy, initiatives, and processes?	
Why is this person(s) the best choice?	
What unique capabilities or competencies does this person(s) bring?	
Because of this new and added responsibility, will the person(s) need to shift some present workload? How will this be done?	
Does this person(s) have significant change management experience? If no, discuss how you will address this issue.	

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