Change Planning Tool

Unfreezing

The need for change:

What’s your *WHY*?

<table>
<thead>
<tr>
<th>Driving Forces (motivators):</th>
<th>How to maximize</th>
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<tr>
<th>Restraining Forces (barriers):</th>
<th>How to minimize</th>
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Needs:

Resources:
Staff involvement:

Implementation plan:

How will you communicate the plan?

Who are your role models & change agents?

How will you support staff during the change?

Needs:

Resources:
How will you know the change is happening (audit? observation?)

How will you support & reinforce?

Are formal policy/procedure changes needed?

Needs:

Resources: