

Change Management Brainstorming Template for Business Process Transformation

Try  **smartsheet** for free



This template is designed to help you brainstorm the requirements and challenges of different aspects of your process transformation. Once you have completed the brainstorming, each element can grow into its own, more detailed plan.

Gap Analysis

Describe the current state of your organization's processes or systems. Describe the ideal future state after change is implemented. Where are the gaps?

Scope and Objectives Definition

Describe the purpose and scope of your transformation journey. List the objectives that you aim to achieve with your business process transformation.

Stakeholder Management

List all the stakeholders affected by this change. How will they be impacted throughout the transformation process? How can each stakeholder group be engaged to ensure full buy-in and effective collaboration?

Resistance Management

What are some potential sources of resistance to change, and how can they be overcome?

Cultural Management

Brainstorm your change management approach for the transformation process. Who will be the best change agents to oversee the process, and what will their responsibilities be?

Training

What training will be required within the organization to effectively implement process transformation?

Resource Management

What key activities will be required to implement change? Who will own each process, and what resources are required?

Communication Plan

Draw up a communication plan for use throughout the process. What are the key messages to communicate? What channels will be used, and on what timeline?

Change Monitoring

What indicators will you use to monitor the transformation?

DISCLAIMER

Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk.