

90-Day Change Management Outline

Light-weight path towards tomorrow's future

Some organizational changes require massive group energy and buy-in, leverage significant time and money, and take a year or more to complete. Not all change efforts need that size and attention, though.

Often the most important decision around a change management effort is to get started. Leverage the checklist below to follow a complete yet light-weight process to affect the change needed in your organization.

Project Name _____

Project Owner _____

Days 0-30: What is the change, who is affected, and what is the current state?

- Define the intent** What's changing and why
- Identify stakeholders and constraints** Who is affected, what are our limits
- Baseline & early improvement** Identify current performance, show what's possible

Days 31-60: What did we learn from testing, and what will it take to proceed?

- Validate assumptions** Limited pilot test
- Estimate effort** Rough cost, timeline, staffing, dependencies
- Confirm alignment** Ensure leadership support and fit with policy requirements

Days 61-90: What is the decision, what happens next, and how will we track results?

- Make and communicate decision** Select preferred path
- Initial implementation plan** 6-12 weeks with owners, milestones, approvals
- Measurement & review** Identify three measures to track and set review cadence

For more hands-on support with your change initiatives, contact us at info@govstrategist.com.