

Template Change Management Evaluation Tool

Change: <Insert change title>

Date: <Insert date>

The following document will help you review your change process; including the planning and communication strategies you used. It will help you look at what worked well and what could be improved. Evaluating and reviewing a change process will enable you to learn and improve on the way you implement, plan and communicate change.

Descriptor	Comments/Feedback
What were the key objectives of the change?	
What was achieved once the change was implemented?	
What has enabled you to sustain the change?	
Did you effectively plan the change?	
Would you do anything differently next time during the planning stage?	
Did you communicate with the right people at the right time in the right way?	
Would you use different communication strategies in the future?	
What worked well with the change process?	
What would you do differently next time?	
What were the key lessons learned?	

Reference: Adapted from resources developed by the Department of State Growth, Tasmania, 2015.