

## Can you make "Change" happen?

Think about the organization you are presently a member of, and identify a specific course of action that you would like to suggest that would cause change in how things are presently done. Go through the following questions to provide you with insight of what must be considered when planning change. After you complete this exercise, discuss how this process provides you additional perspectives and insights into how change impacts other people.

1. State the required change in a simple statement.

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2. Whom will it affect:  
*(Can be by name or numbers of people)*

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3. Impact of the change:  
*(How it will affect people, facilities, resources, equipment)*

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4. Benefits of the change:

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5. Drawbacks of the change:

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6. Expected resistance:  
*(By whom, for what reasons)*

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7. Action plan:  
*(Can include methods, steps, procedures for implementation, and steps to reduce resistance. Use the back of this sheet if necessary)*

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