

## *The Change Report Card*

If you examine the top 100 businesses at the beginning of the 20<sup>th</sup> Century, only 15 of them made it to the 21<sup>st</sup> Century. Even in the last twenty-five years, two-thirds of the *Fortune 50* have fallen off the list in just 25 years.<sup>1</sup>

With the fast-moving and demanding environment that organizations face, mastering and accelerating rapid change is becoming increasingly more complex and important. Whether mergers and acquisitions, restructuring, new management team, or new technologies, organizations and leaders who challenge and direct change will be the survivors of the 21<sup>st</sup> Century.

How well does your organization handle change? As a leader you should be able to grade yourself and your team on the following Change Essentials.<sup>2</sup>

**Instructions:** Using a scale of A – F (A = Excellent and F = Failure), rate yourself and your team on how well you are implementing the following change essentials today (or how well you have prepared for future changes or how well you have completed the essentials on past projects – you choose your perspective).

**Your  
grade**      **Your  
team's  
grade**

### *Change Essentials*

 

#### **Leadership Readiness**

*Do you have the right people, with the right skills, in the right positions to meet the demand of change?*

 

#### **Vision Clarity**

*Is there a clear vision and mission at the right level of detail?  
Have core competencies, goals and objectives been developed at the right level of detail?*

 

#### **Assessment Accuracy**

*Has there be a proactive assessment of how the change will affect  
Change Impact Areas such as organizational culture, organizational structure, job roles/responsibilities, skill/knowledge requirements, worker motivation/incentives, communications, operating policies/procedures, processes, employees?*

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<sup>1</sup> Source: "The 21<sup>st</sup> Century Corporation: Thriving with Change" – World Economic Forum, Davos, Switzerland, 26 January 2001

<sup>2</sup> We can help you improve your score, The Hayes Group International's Change Implementation Process™ and Hayes consultants can assist you producing bottom-line results.

**Your  
grade**

**Your  
team's  
grade**

## ***Change Essentials***

### **Change Marketing**

*Have the benefits of the change been identified? Has the need for the change been communicated before the solution? Is it at the right level of detail for all stakeholders to understand?*

### **Stakeholder Participation**

*Have the stakeholders – both formal and informal influencers been identified? Has there been the right level of involvement by the right level of personnel participated in the decision making? Do people “perceive” they have been consulted?*

### **Communication Planning**

*Is there a formal communication plan? Is accurate information being passed through the organization? Is two-way communication available and encouraged?*

### **Training Assessment**

*In a new environment what new skills are needed? Is there a formal way to assess new areas for training/education?*

### **Change Integration**

*Are you coordinating multiple activities across departments, groups, regions and countries? Is there a deployment plan that overlaps activities, milestones, and dates? Is someone actively serving in an integration role?*

### **Transition Timing**

*Is there an implementation plan that says what will change now and what will change over time? How ready is the organization for change? Does the culture invite change and work well within it?*

**Rating:** How well did you do? Ratings of “C” or below may indicate a need to change your mode of operations. The Hayes Group has specific strategies and processes to address each of the Change Essentials. For more information contact us at: [home@thehayesgroupintl.com](mailto:home@thehayesgroupintl.com) or phone (336) 765-6764.