

Leadership commitment

Leader (who & for what group)	Commitment to the change (1-5 :not at all to great)					Their frame of reference (how they view the change and its value)	Reasons for lack of commitment?	Actions needed to address this?

Completion notes

The sheet is simply a checklist to make sure that you cover all the possible influencers on a potential change and answer some very basic questions - the questions can even be self-completed by the leaders and groups that are impacted in the change but un(or under) represented identified.

Guidance notes

- Work from left to right – this will help to avoid prejudicing your thinking and help to identify the best actions
- The trigger for this analysis is that you sense a lack of commitment to the prospective conception of change or the issue that needs to be addressed. The reasons for this can be many and varied from very different assumptions about the situation or solution to potential or perceived implications and views about what they see that they might lose
- Creative thinking (often with a sounding board) is really helpful in completing this sheet accurately and identifying effective actions to close the commitment gaps
- Use this sheet to track what is happening – you can even use this together with the leaders (perhaps with some adjustment of the titles)