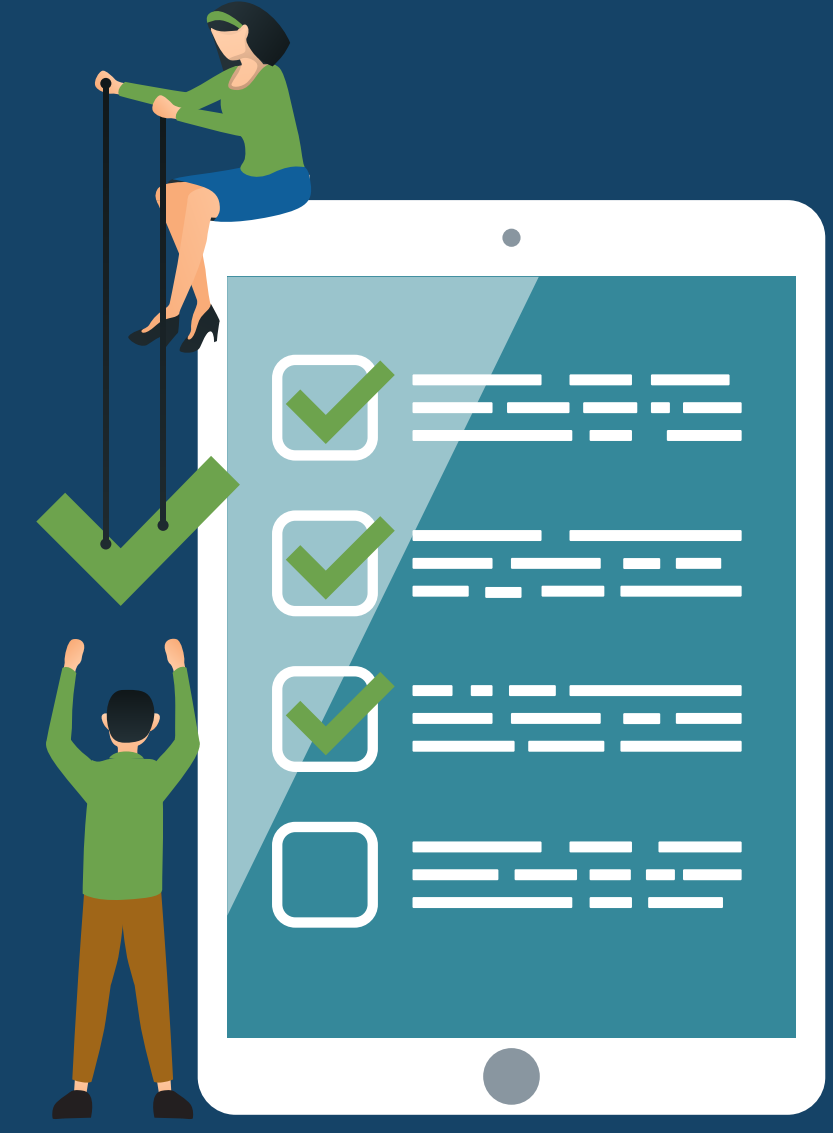


Change Management Process Checklist

Leveraging change management principles can help take the turmoil out of software implementation. Desmond Tutu once said, "[There is only one way to eat an elephant: a bite at a time](#)," and implementing new HR technology can be one big elephant. One way to avoid biting off more than you can chew is by using a checklist to plan and manage the items you need to accomplish before, during and after implementation, and track your progress as you complete those tasks. Paying attention to each stage also gives you the opportunity to make sure the [four principles of change management](#) (understand, plan, implement and communication) are covered.



Before Implementation

Select Your Software Provider

The software you ultimately choose could have a big impact on how the implementation process goes. Asking questions upfront could save you a lot of headaches.

- Ask your provider how they can assist with the change management process
- Will they provide training?
- How many internal resources will you need and do you have access to them?
- How can the provider help you gain buy-in from employees?
- Calculate the ROI/business impact for selecting the software to share with upper management

Prepare Your Team

Focus on the **understand and plan** principles of change management prior to implementing new HR technology, along with communicating with employees and upper management throughout the process.

- Define the reasons *why* you need new software
- Identify *how* it will improve company processes and productivity
- Recruit Change Champions
- Draft communications to employees about the change
- Determine what tools and training are needed to implement the change



During Implementation

In the implementation stage, planning and communication can make or break the change management process.

- Discover what each of your teams needs to implement the software
- Design new workflows using your new software
- Import your data
- Train employees
- Keep Change Champions and the organization updated on progress
- Test the new system and quickly address any problems that arise
- Go live

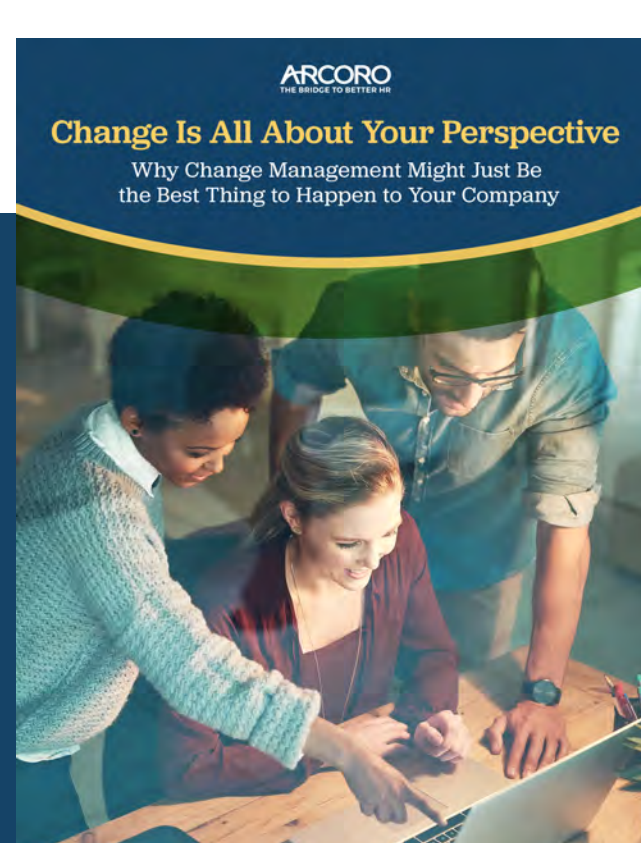


After Implementation

Consistent communication once your new technology is implemented will bring the entire change management process to a strong conclusion.

- Address resistance head-on
- Don't let employees regress to using past processes
- Keep reminding employees why this change is necessary
- Recognize and celebrate the positive organizational impacts that have been achieved

To learn more about how to use change management principles when implementing new software.



[Download our guide Change Is All About Your Perspective](#)