

Project Leading Change Plan

DMAIC	STEPS	QUESTIONS - PROJECTS	ACTIONS
DEFINE	Create a Sense of Urgency (Establish the AS - IS Situation)	Have we clearly identified the problem, are we sure it's not a symptom, easily described?	
		Alignment to strategic path? Is this project the right one for now?	
		How do we know it's a problem - what's the pain story?	
DEFINE	Build the Guiding Team	Do we have a Champion who sees the project as an aligned priority and is competent in leading change?	
		Is the project team structured for success (Resources and Time)? Do we have a Project Leader who is committed to spend 20%+ of their time on the project and competent in project management? Do we have a powerful enough team to make it happen?	
		Do we have Process Owners? Does the process owner see themselves as the owner?	
DEFINE	Create the TO-BE Vision	Do team members feel that they can make the process significantly better and see the future as a clear picture? Are they excited about the project?	
		Do people understand the behaviour change required for the future?	
		Do people S.E.E. the process through their customer lense?	
MEASURE & ANALYZE	Make Strategic Choices	Have we identified major root causes of our problem?	
		Have we selected the 20% of improvements that will lead to 80% of the results?	
		Have we established an improvement plan?	
MEASURE & ANALYZE	Communicate to stakeholders.	Have you formulated the "3 simple truths?" (The pain story, the vision, and the commitment story)	
		Have you created your communication plan (RACI)?	
		Have you clearly identified all stakeholders?	
MEASURE ANALYZE & IMPROVE	Empower Others to Act (Create Climate for Success)	Are the right people leading the right actions/teams?	
		Are the Project Champion, Project Leader, and the team aligned with the improvement plan?	
		Has the champion enabled success by removing road blocks? (Time, resources, scope)	
IMPROVE	Produce Short-term Wins	Do we have action owners with deadlines for all actions?	
		Have team members taken ownership of actions?	
		What enabling (HR, IT, VM) process change(s) must be made to the project?	
IMPROVE	Don't Let Up (Integrate Changes)	Do 80% of the people embrace the new way (pilot)?	
		Does the process owner clearly understand his/her responsibility post improvement?	
		Has the new process been documented with a control plan?	
CONTROL	Embed the New Culture	Is the team actively engaging in Daily Management?	
		Is the team continually improving the process with small changes?	
		Have the changes been integrated into people's roles and responsibilities?	