

REBECCA BRADSHAW

QUESTIONS TO ASK FOR NON PROJECT MANAGERS

Because managing change doesn't have to be overwhelming

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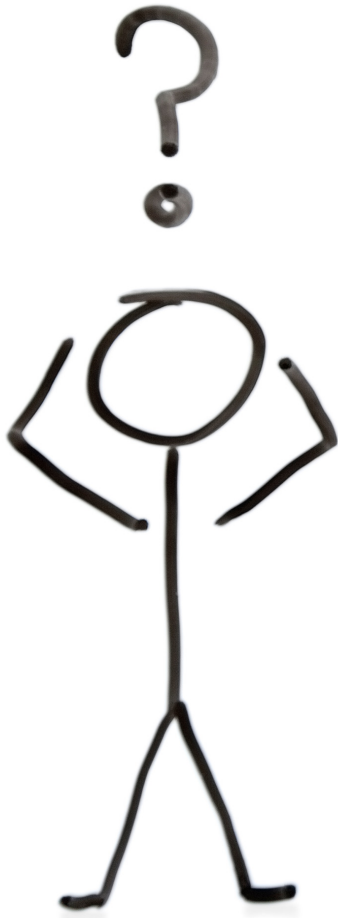
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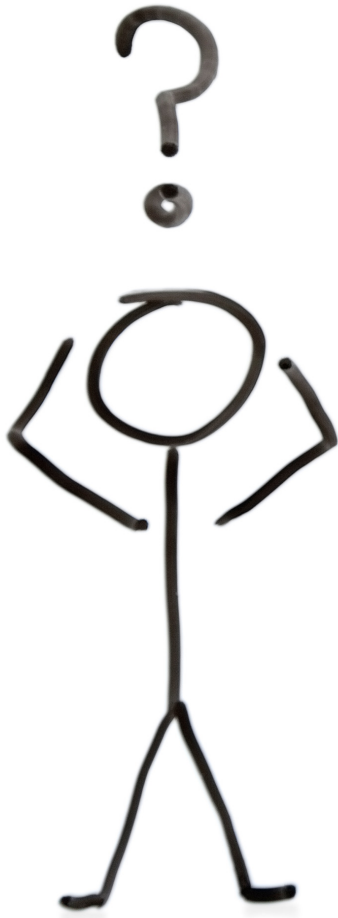
PEOPLE

Who are the people who will be impacted by the decisions we are making, what might be their concerns?

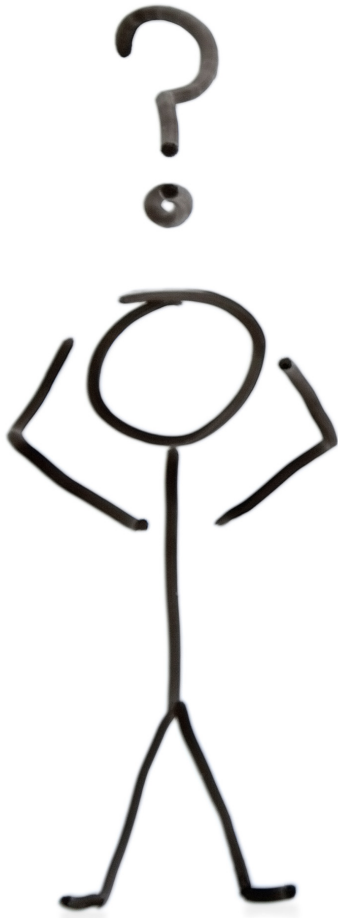


PROCEDURES

**What policy and procedure do we have
that relate to this change that may need
to be reviewed or rewritten?**



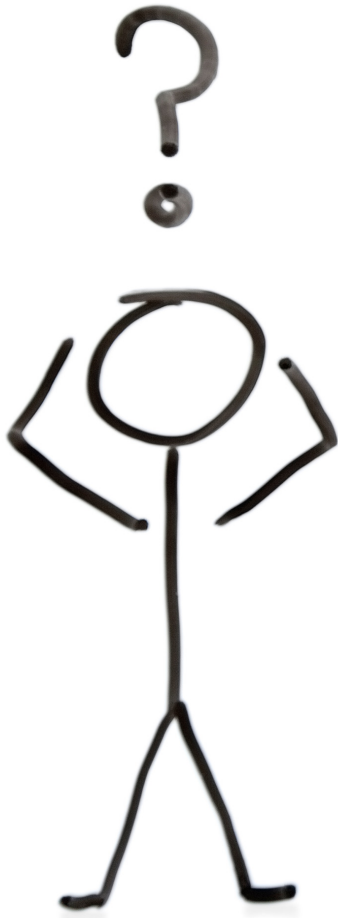
TRAINING



What staffing capacity do we have and will there be a need for initial and/or ongoing training to implement this change?

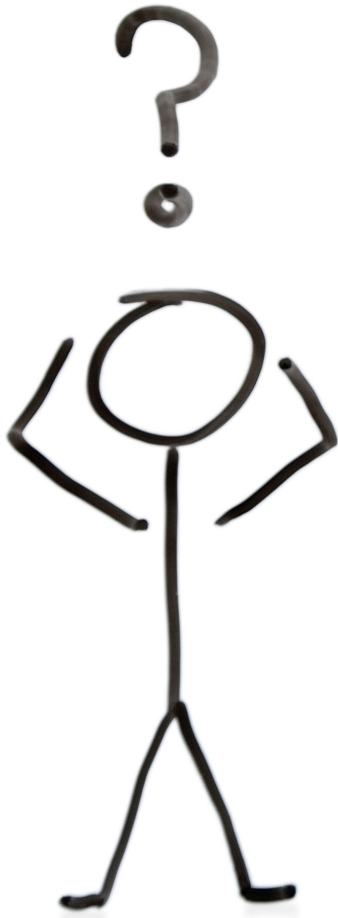
COMMUNICATION

**How will we communicate this change
across internal and external stakeholders?**



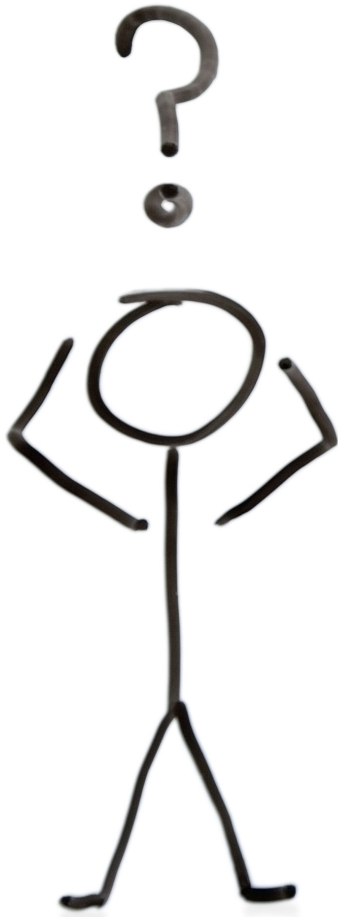
EVALUATION

How will we measure that this change has been successful (could it be added to the internal audit schedule for review)?

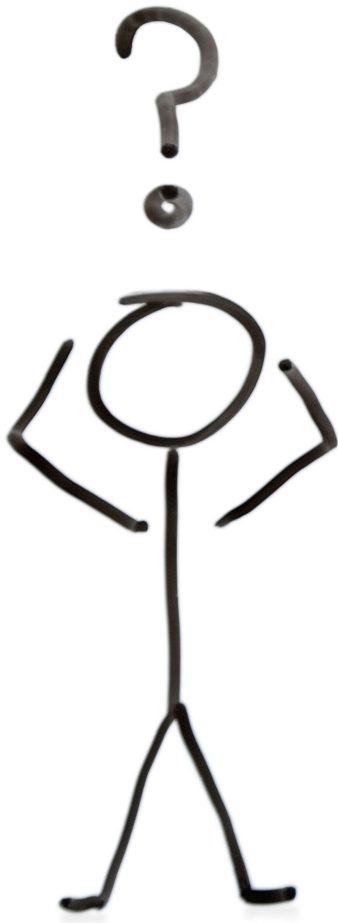


FEEDBACK

How will we get feedback from stakeholders to determine whether any further changes are required?



RISK IDENTIFICATION



Have we identified any potential risks and thought about how we can mitigate these risks?

RISK MANAGEMENT

How will be manage issues should they arise?

