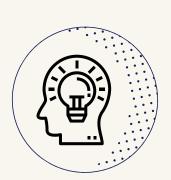# Planning for change

Leadership

Add planning for change to risk register. Get leaders to engage with the importance of planning for change not just leaping in

Knowledge

Know your internal and external environment. Keep track of compliance changes so you can plan for their effect on your business
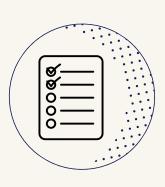
Analysis

Audit your current processes. Where do the new requirements sit? Can you adapt exisiting processes or is a new process required?

Plan

Develop a plan, not a list of tasks, assess risks, opportunities, communication and training strategies, who will do what and when?

Evaluate

Audit your new system or process. Does it embody the change as planned? Is it working? Are there gaps or areas that require rework?