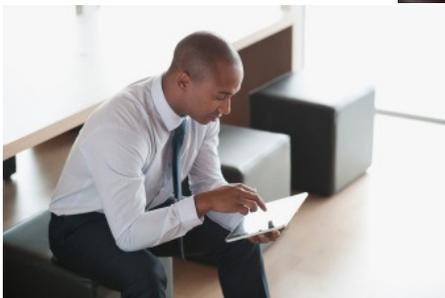
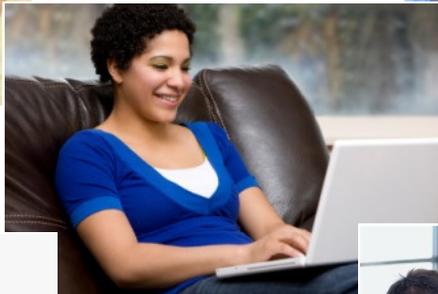




# Capability Overview

Web-based change management methodology and toolkit to help change practitioners, project teams, and HR professionals facilitate change within the context of their strategic initiatives.



[www.ChangeAccelerator.com](http://www.ChangeAccelerator.com)

Part of the Emergent suite of tools  **Emergent**  
LEADING PEOPLE. LEADING CHANGE.

# Home

From Change Accelerator's Home page you can do several things – visit the Dashboard to check the status of your change initiative, browse the Change Toolbox, consult the Change Model, or assess your effort to determine where best to direct your attention. You can also access the Implementation Checklists, view tools by phase and type, and search across the platform.

The screenshot shows the Change Accelerator Home page with several red callout boxes pointing to specific features:

- Comprehensive Tools to Facilitate Change**: Points to the navigation menu.
- Search Tools by Keywords**: Points to the search bar at the top right.
- Dashboard Reporting**: Points to the 'Dashboard' link in the navigation menu.
- Optional Dedicated Change Expert**: Points to the 'Expert Help' link in the navigation menu.
- Implementation Checklists**: Points to the 'Implementation Checklists' section on the right side of the page.
- Filter Change Tools by Phase**: Points to the 'Tools by Phase' section on the right side of the page.
- Filter Tools by Type and Format (Excel, Word, PowerPoint)**: Points to the 'Tools by Type' section on the right side of the page.
- Organizational Change Model**: Points to the 'ACT™ Change Model' section on the left side of the page.

# Change Roadmap

The **Accelerating Change & Transformation (ACT)<sup>TM</sup>** roadmap provides a process to help guide your organizational change effort. If you already have a change management model, GREAT! The ACT<sup>TM</sup> roadmap can augment your existing approach. The Change Accelerator tools and implementation checklists are aligned to the ACT<sup>TM</sup> phases.

The screenshot shows the Change Accelerator website interface. The top navigation bar includes 'HOME', 'CHANGE MODEL', 'TOOLBOX', 'EXPERT ON CALL', and 'HELP'. The main content area is divided into two sections: 'Change Model' and 'Engage the People'.

**Change Model Page:** This page introduces the ACT<sup>TM</sup> model and lists four key phases: Plan the Change, Create a Sense of Urgency, Lead the Change, and Engage the People. Each phase has a brief description and links to implementation checklists and tools.

**Engage the People Page:** This page provides a detailed overview of the 'Engage the People' phase. It includes sections for Objectives, Why It's Important, Desired Outcomes, and Risks When Not Done Properly. At the bottom, there are buttons for 'Get Implementation Checklist', 'Diagnose this phase', and 'View tools for this phase'.

**Right Side Panel:** This panel contains 'Most Recent Updates', 'Implementation Checklists' (with links for Plan the Change, Create a Sense of Urgency, Lead the Change, Engage the People, Align Systems & Structures, and Sustain the Change), 'Tools by Phase', 'Tools by Type', and a user profile for 'John Doe'.

**Bottom Section:** A red arrow points from the 'View tools for this phase' button to a list of tools: 'Align Systems & Structures', 'Sustain the Change', 'Template', and 'PowerPoint'.

Overview of each phase with links to that phase's implementation checklist and tools

## List of recommended tools for each phase

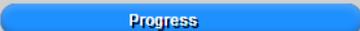
# Dashboard Reporting

The **Dashboard** provides an overall snapshot of how your change initiative is doing. From here, you can quickly view Status and Progress of each of the six phases. Print or e-mail this page for your project team as part of regular status meetings.

Search  Find  
HOME **DASHBOARD** CHANGE MODEL TOOLS EXPERT HELP HELP

## Dashboard

This Dashboard provides an overall snapshot of how your change initiative is doing. From here, you can quickly view Status and Progress of each of the six **Accelerating Change & Transformation (ACT)**<sup>™</sup> phases. Print or e-mail this page for your project team as part of regular status meetings.

<b>Plan the Change</b> Progress: Nearly Completed Status: Some Issues <span data-bbox="451 800 516 856">Status</span>  You can access the <i>Plan the Change</i> implementation checklist <a href="#">here</a> .	<b>Create a Sense of Urgency</b> Progress: Good Progress Status: On Track <span data-bbox="878 800 943 856">Status</span>  You can access the <i>Create a Sense of Urgency</i> implementation checklist <a href="#">here</a> .
<b>Lead the Change</b> Progress: Good Progress Status: Some Issues <span data-bbox="451 1068 516 1125">Status</span>  You can access the <i>Lead the Change</i> implementation checklist <a href="#">here</a> .	<b>Engage the People</b> Progress: Not Started Status: Some Issues <span data-bbox="878 1068 943 1125">Status</span>  You can access the <i>Engage the People</i> implementation checklist <a href="#">here</a> .
<b>Align Systems &amp; Structures</b> Progress: Completed / Monitoring Status: Major Obstacles <span data-bbox="467 1337 532 1394">Status</span>  You can view the <i>Align Systems &amp; Structures</i> implementation checklist <a href="#">here</a> .	<b>Sustain the Change</b> Progress: Good Progress Status: On Track <span data-bbox="878 1337 943 1394">Status</span>  You can access the <i>Sustain the Change</i> implementation checklist <a href="#">here</a> .

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### Most Recent Updates

NEW: Self-Assessment of Personal Change Agility  
NEW: Case for Change template

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### Implementation Checklists:

- ▶ Plan the Change
- ▶ Create a Sense of Urgency
- ▶ Lead the Change
- ▶ Engage the People
- ▶ Align Systems & Structures
- ▶ Sustain the Change

---

### Tools by Phase:

- ▶ Plan the Change
- ▶ Create a sense of Urgency
- ▶ Lead the Change
- ▶ Engage the People
- ▶ Align Systems & Structures
- ▶ Sustain the Change

---

### Tools by Type:

- ▶ Template

# Implementation Checklists

An **Implementation Checklist** is provided for each phase to help guide your activities and selection of change management tools.

Use this implementation checklist to track which activities you have completed for the **Plan the Change** phase. Click the "Save Changes" button at the bottom of the page to save your updates.

- Define the scope of the project and the change initiative ([Scoping Questions: In Frame / Out of Frame, Is / Is Not, SIPOC](#))
- Identify specific challenge areas where you should target your change effort ([Change Assessment](#))
- Estimate the impacts that the changes will have on the organization ([Change Impact Mapping, 7S Analysis](#))
- Formalize the team's mission and team members' commitment to the project ([Team Charter, Team Operating Agreement, Teamwork Model](#))
- Educate the project team about the change management approach to ensure a common understanding ([Change Management Overview Presentation](#))
- Review team members' competencies against the capabilities needed for project success ([Team Capability Assessment](#))
- Assess the change leadership skills of current project team members ([Matrix](#))
- Designate clear roles, responsibilities, and authority among team members ([RACI](#))
- Document the steps necessary for the team to implement its strategies for the **Plan the Change** phase ([Action Plan](#))
- Evaluate the team's performance against the **Plan the Change** phase ([Diagnostic](#))

[Save Changes](#)

Use this implementation checklist to track progress, monitor status, and track which activities you have completed for the **Engage the People** phase. Click the "Save Changes" button at the bottom of the page to save your updates.

Overall Progress of this Phase

Overall Status of this Phase

- Identify stakeholders who are in scope for the change initiative ([Stakeholder Analysis](#))
- Prioritize stakeholders based on criticality and impact ([Stakeholder Prioritization Matrix](#))
- Anticipate the resistance that you expect from stakeholders ([Resistance Profiler, Stakeholder Adoption Map](#))
- Gather qualitative information from stakeholders affected by the change initiative ([Stakeholder Interview Process, Focus Group Process](#))
- Identify stakeholders' roles in a change initiative ([Stakeholder Role Analysis, Key Stakeholders Map](#))
- Design strategies to influence stakeholders' support for the initiative ([Influencing Strategies](#))
- Assess where stakeholders are relative to the phases of transition ([Phases of Transition Model](#))
- Identify actions needed to secure additional stakeholder commitment ([Stakeholder Position Map](#))
- Identify the who, what, why, how, and when of stakeholder communications ([Communication Action Plan](#))
- Update the communications plan to incorporate engagement of stakeholder groups ([Communications Campaign Planner, Communication Strategy](#))
- Plan and execute events to engage key stakeholders ([Event Planning Template](#))
- Create a communications plan for each stakeholder group ([Stakeholder-Specific Communications Action Plan](#))
- Document the steps necessary for the team to implement its strategies for the **Engage the Stakeholders** phase ([Action Plan](#))
- Evaluate the team's performance against the **Engage the Stakeholders** phase ([Engage the Stakeholders Phase Diagnostic](#))

[Save Changes](#)

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Use this implementation checklist to track which activities you have completed for the **Lead the Change** phase. Click the "Save Changes" button at the bottom of the page to save your updates.

- Assess the leadership's attitudes and beliefs about the initiative ([Change Leader Assessment](#))
- Leverage learnings and insights from the past organizational change efforts ([Past Experience Profile](#))
- Educate leaders/sponsors about the change management approach ([Change Management Overview Presentation](#))
- Articulate what is expected of managers and supervisors during the change initiative ([Manager Enrollment Plan](#))
- Designate clear roles, responsibilities, and authority among sponsors and leaders ([RACI](#))
- Design a communications plan for the overall project / change initiative ([Communications Campaign Planner, Communication Strategy](#))
- Document the steps necessary for the team to implement its strategies for the **Lead the Change** phase ([Action Plan](#))
- Evaluate the team's performance against the **Lead the Change** phase ([Lead the Change: Phase Diagnostic](#))

[Save Changes](#)

Checklists provide suggested activities and recommended tools and templates. These pages also allow you to track and save your progress against the activities.

# Change Toolbox

An alphabetical list of all **tools and templates** in Change Accelerator, mapped to the phases of the ACT™ roadmap.



Find

HOME CHANGE MODEL TOOLBOX EXPERT ON CALL HELP

Toolbox



Welcome to the Toolbox. Here you will find all of the Change Accelerator tools listed alphabetically, with a check mark designating for which phase(s) each tool is recommended. The matrix below is not prescriptive; it should be used, along with your good judgment, to help guide your selection of the appropriate tool(s) for your unique situation.

	Phases of the Change Roadmap					
	Plan the Change	Create a Sense of Urgency	Lead the Change	Engage the People	Align Systems & Structures	Sustain the Change
Change Tools (listed alphabetically)						
<a href="#">4S Realignment</a>					✓	
<a href="#">7S Analysis</a>					✓	
<a href="#">Action Plan</a>	✓	✓	✓	✓	✓	✓
<a href="#">Behavior Targeting</a>		✓				
<a href="#">Case for Change</a>		✓				
<a href="#">Change Assessment</a>	✓					

### Most Recent Updates

NEW: [Self-Assessment of Personal Change Agility](#)  
NEW: [Case for Change template](#)

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### Implementation Checklists:

- ▶ [Plan the Change](#)
- ▶ [Create a Sense of Urgency](#)
- ▶ [Lead the Change](#)
- ▶ [Engage the People](#)
- ▶ [Align Systems & Structures](#)
- ▶ [Sustain the Change](#)

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### Tools by Phase:

- ▶ [Plan the Change](#)
- ▶ [Create a sense of Urgency](#)
- ▶ [Lead the Change](#)
- ▶ [Engage the People](#)
- ▶ [Align Systems & Structures](#)
- ▶ [Sustain the Change](#)

---

### Tools by Type:

- ▶ [Template](#)
- ▶ [PowerPoint](#)

# Tools and Template

A license to Change Accelerator gives you 24/7 access to **downloadable organizational change management tools and templates**, in Microsoft Word, Excel, and PowerPoint formats (Office 2007 or later).

### Change Assessment

**Description**  
A tool for measuring change capability and for addressing the specific challenges faced by the change team.

**Purpose**  
This tool delivers a graphic representation of the degree to which each change phase has been addressed at any given point during a change initiative. Thus, the tool enables the team to focus on those change phases that need attention at that time.

In its initial application, the tool can be useful in:

- Assessing the overall Change capability of the organization or team
- Identifying change strengths of the organization that can be leveraged in change initiatives
- Identifying Change improvement areas
- Developing an initial baseline

For many teams, this is an excellent starting point. At a minimum, they are working on. At a maximum, they are tracking changes in the organization throughout the change initiative.

**Download the Tool Pack**

### Reverse Imaging

**Description**  
A process for envisioning a successful initiative in behavioral terms and defining what it will take to get there.

**Purpose**  
This tool helps the team paint a word picture of the future state and the concrete steps it will take to achieve it. It helps the team translating the initiative's goals into the new behaviors and attitudes needed to realize them.

**Download the Tool Pack**

### Threat-Opportunity Matrix

**Description**  
A process to help the team create the case for change by identifying the threats or opportunities driving the change.

**Purpose**  
A strong case for change helps teams mobilize stakeholders and address their resistance. It helps build enthusiasm and sustain momentum when challenges arise. This tool helps the team ground the case for change in the threats or opportunities confronting the organization. It enables the team to build succinct messages.

**Download the Tool Pack**

### Past Experience Profile

**Description**  
An instrument for identifying the organization's past capabilities in leading change and potential challenges to the initiative's success that the results may imply.

**Purpose**  
It provides a structure that helps teams assess the organization's probable change management strengths and improvement opportunities. It is then used to guide team members in defining the actions they will need to take to help organization leaders be more effective in leading change.

**Download the Tool Pack**

### Key Stakeholders Map

**Description**  
A framework for identifying the units/functions/teams affected by the initiative and classifying them by the degree to which each one:

- Will be most affected in terms of numbers of people
- Will be impacted by the team's implemented changes
- Will be likely to resist the team's changes to be implemented

**Purpose**  
The Key Stakeholders Map helps teams:

- Identify the groups most important to the successful implementation of the change
- Surface and resolve different points of view regarding impact, resistance, and numbers affected by the changes
- Identify the actions (or develop a plan for identifying them) needed to overcome likely resistance from constituent groups
- Identify the actions needed to engage "allies" to help in overcoming resistance
- Determine where the team should direct most or least effort in their Action Plan for building engagement

**Download the Tool Pack**

### Visioning Process

**Description**  
A process and set of questions to guide the team's discussion of what "extraordinary results" would look like.

**Purpose**  
Using the Visioning Process helps the team develop and articulate a vision of excellence. It enables team members to:

- Focus on the positive outcomes of their efforts
- Establish "stretch" goals
- Be specific about the improvements they would seek and identify what these will look like
- Define metrics they and the Sponsor will use to measure success
- Develop a succinct message describing the vision

**Download the Tool Pack**

### Project-Change Leadership Matrix

**Description**  
This tool provides both an overview of differences between what good project managers do and what effective change leaders do and a method for identifying areas that need to be strengthened.

**Purpose**  
Both good project management and effective change management are necessary to deliver a change initiative successfully. This tool supports assessing the level of these capabilities in a leader and determining which need to be strengthened.

**Download the Tool Pack**

**Each tool page includes a link to download the Tool Pack which contains an instruction document and the tool file**

# Expert Help

You have the option to purchase unlimited e-mail access to a highly-experienced organizational change consultant, who will serve as your "Expert On Call." You may use your consultant to get advice on implementing your organizational change initiative and how best to use the change management tools.

Search    
HOME DASHBOARD CHANGE MODEL TOOLS **EXPERT HELP** HELP

## Expert Help

John, as part of your Change Accelerator service, you have e-mail access to one of [Emergent's](#) expert organizational change consultants.

Emergent's consultants have extensive experience executing strategic initiatives and achieving business transformation objectives for Fortune 500 companies. Deeply knowledgeable in the areas of organizational change, strategic communications, and stakeholder engagement, they have delivered a range of initiatives including technology deployments, merger-acquisitions, corporate restructuring, growth strategies, and outsourcing.

Here are a few ways you might want to utilize your expert:

- As a sounding board for your organizational change strategy
- Answer your change management-related questions
- Suggestions for how best to use the change management tools

Use the form below to contact your expert. **Please allow up to 24 hours for a response to your e-mail.**

\*(denotes required field)

Name: \*

E-Mail Address: \*

Attachments (optional)  
 No file chosen

Acceptable file types: doc,pdf,txt,gif,jpg,jpeg,png.  
Maximum file size: 1mb.

Subject: \*

Message: \*

### Most Recent Updates

- NEW: [Self-Assessment of Personal Change Agility](#)
- NEW: [Case for Change template](#)

### Implementation Checklists:

- ▶ [Plan the Change](#)
- ▶ [Create a Sense of Urgency](#)
- ▶ [Lead the Change](#)
- ▶ [Engage the People](#)
- ▶ [Align Systems & Structures](#)
- ▶ [Sustain the Change](#)

### Tools by Phase:

- ▶ [Plan the Change](#)
- ▶ [Create a sense of Urgency](#)
- ▶ [Lead the Change](#)
- ▶ [Engage the People](#)
- ▶ [Align Systems & Structures](#)
- ▶ [Sustain the Change](#)

### Tools by Type:

- ▶ [Template](#)
- ▶ [PowerPoint](#)

## Change Accelerator – Enterprise License

**Support all of your organization’s change management needs, now and in the future!**

**Change Accelerator–Enterprise License** is ideal for organizations that wish to build their own internal change capability. It enables you to purchase Change Accelerator once, own it forever, host it on your organization’s network, and customize it to your liking.

This solution affords all of the benefits of Change Accelerator:

- 60+ change management tools mapped to the Accelerating Change & Transformation (ACT)<sup>TM</sup> model
- Instructions and facilitation tips for using each tool
- Ability to edit and customize tools to your unique needs
- Implementation checklists to guide your change activities
- Dashboard for monitoring the progress of your change effort

**Plus, additional Enterprise License benefits:**

- ✓ Own the solution **forever** with **no recurring fees**
- ✓ Use it internally **without restriction**
- ✓ Change the name, logo, look and feel to **match your organization’s branding**
- ✓ **Customize content and tools** that come with Change Accelerator
- ✓ **Introduce your own** content and tools
- ✓ Give access to an **unlimited # of users** through username/password accounts that you administer
- ✓ Even create **multiple versions** (e.g., one for change agents, one for project managers)



### Pricing

Pricing is based on the number of potential users and the overall size of your organization. It includes installation, configuration, and an optional period of technical support. To request a custom price quote for your organization, please contact:

**Jesse Jacoby**  
 Managing Principal, Emergent  
[jesse@emergentconsultants.com](mailto:jesse@emergentconsultants.com)  
 303-883-5941

## For More Info

Visit the Change Accelerator website.

# www.ChangeAccelerator.com

**change accelerator** Login

Home Features Benefits Purchase Contact Us

## Organizational Change Management Toolkit

Accelerate Implementation of Your Strategic Business Initiatives

**BUY NOW**

Project Dashboard  
ACT™ Change Model  
Implementation Checklists  
60+ Change Tools  
(MS PowerPoint, Excel, Word)

### What is Change Accelerator?

Web-based change management methodology and toolkit to help change practitioners, project teams, and HR professionals facilitate change within the context of their strategic initiatives. [>> More Info](#)

**FORTUNE 500**  
Used by the Fortune 500

### Features of Change Accelerator

- 60+ change management tools in Word, PowerPoint, and Excel
- Instructions and facilitation tips for using each tool
- Ability to edit and customize tools to your unique needs
- Accelerating Change & Transformation (ACT)™ roadmap
- Implementation checklists to guide your change activities
- Dashboard for monitoring the progress of your change effort
- 24/7 unlimited access through our online portal
- Optional access to an expert change management advisor

### Business Benefits

- Save your project time and money by accelerating solution adoption
- Build internal change capability within your organization
- Provide a consistent change approach and set of tools for your teams
- Increase effectiveness of your organizational change efforts

[>> LEARN MORE](#)

### Get Our Free Newsletter

People and change insights delivered to your inbox [>> Sign-up now!](#)



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