

Benefits Management Toolkit – Business Environment Checklist

Project:	Project Manager:
Date:	Page
Checklist item	Comment
1. Is a champion supported by a dedicated team, in place and ready to drive the change?	
2. Is the purpose and direction of the change clearly articulated?	
3. Are the change drivers understood?	
4. Is there agreement from key stakeholders on the method and approach?	
5. Have you communicated the logic behind the change clearly and concisely?	
6. Is there mutual trust and understanding?	
7. Are there communication mechanisms and a means to engage in open dialogue?	
8. Are people clear about their responsibilities for the change?	
9. Is the organization effectively organized to deliver the change?	
10. Do the plans envisage quick wins to help build consensus and maintain progress?	
11. How will those who lose or are damaged by the change be supported?	
12. How will you adapt to changes?	

© 2008 Trish Melton



www.elsevierdirect.com



Project Benefits Management

ISBN: 978-0-7506-8477-4

www.mimesolutions.com

IChemE
Institution of Chemical Engineers

www.icheme.org