Infrastructure Readiness Checklist

	Yes	No
Roles and Responsibilities		
Are roles and responsibilities clear amongst team members?		
Leadership Alignment		
Do project and change leaders agree on how to share information and work together throughout the project?		
Do you have forums set up to ensure leaders know what will be changing?		
Do leaders know how they will be communicated with about the changes?		
Stakeholder Impacts		
Is there a place where stakeholder impacts can be maintained and shared?		
Do team members know where stakeholder impacts will be maintained?		
Communication		
Have the communication vehicles for sharing information about changes with impacted stakeholders been identified?		
Are the identified communication vehicles for sharing information about changes with impacted stakeholders available and ready for use?		
Learning		
Have the learning approach and preferred methods of sharing training material been identified?		
Are the mechanisms to share learning material available and ready for use?		
Do leaders and team members know how people will learn to work in new ways?		
Employee Feedback		
Is there a working mechanism to gather input and feedback from people who have gone through a change?		
Do leaders and team members know the way that stakeholders will be encouraged to ask questions and receive support after they go through a change?		