

Unit Manager/Staff Checklist on Organizational Change Progress

Unit or Individual Name:

Date:

Area	Completed	Not Completed	Working Satisfactorily	Changes Still Needed	Comments
Role Definitions/Job Descriptions Revised					
Unit Staff (Supportive or Concerns)					
Training Plans in Place					
Logic Models Revised					
Communication / Collaboration Among Unit Members					
Input and Involvement in Decision Making					
Retreats/Meetings					
Administrative Support and Functioning					
Unit Budget Plans / Resources Developed					
Timeframes on Target					
List: Benefits Realized					
List: Problems Encountered					

