

Readiness Checklist

Leadership

As a leader, I play a crucial role in preparing my team for the change. I will do so by cascading relevant information and updates, and in providing reassurance, and highlighting any issues that may arise



- Know and understand how to communicate the change to your team using the Key Message Framework
- Provide a briefing and Q&A for your team using the Engagement Toolkit
- Join the User Community to keep up to date with latest news and readiness activities
- Keep the conversation going through team meetings, cascading information on progress
- Encourage engagement in the Pulse Checks, and keep an eye out for readiness updates
- Make time for SMEs within your team to participate in UAT, so any local reports, dashboards and specific use cases can be assured