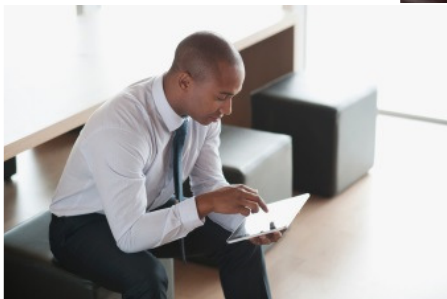
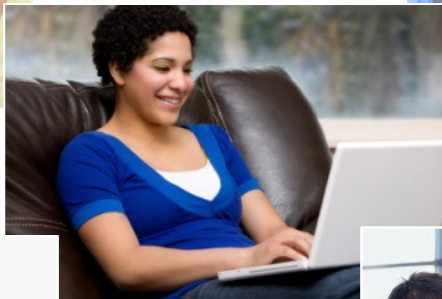




Individual & Enterprise License

Change management methodology and toolkit for those responsible for facilitating change within their organization.



www.ChangeAccelerator.com

Part of the Emergent suite of tools
www.EmergentConsultants.com



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 Toolkit, consult the ACT 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 'Home' page of the Change Accelerator platform. The navigation bar includes 'Home', 'Dashboard', 'ACT Model', 'Toolkit', 'Ask an Expert', and 'Help'. A search bar is located in the top right corner. The main content area is titled 'Home' and includes a welcome message for 'Jane'. Below the welcome message, there are several sections: 'Consult the ACT Model to guide your thinking and planning efforts.' with six icons; 'Use the Implementation Checklists to identify appropriate change management activities.' with a checklist icon; 'Visit the Dashboard for an overview of how your change management effort is doing.' with a dashboard icon; and 'Browse the comprehensive set of Change Accelerator tools in the Toolkit.' with a folder icon labeled 'TOOLS'. On the right side, there are two lists: 'Implementation Checklists' and 'Tools by Phase:'. Red callout boxes highlight the following features: 'Comprehensive change model' (pointing to the ACT Model section), 'Optional access to a change expert' (pointing to the 'Ask an Expert' link), 'Activity checklists' (pointing to the 'Implementation Checklists' list), 'Project dashboard reporting' (pointing to the dashboard icon), 'Comprehensive set of change tools' (pointing to the 'TOOLS' folder icon), and 'List change tools by phase' (pointing to the 'Tools by Phase:' list).

Home

Search Find

Home Dashboard ACT Model Toolkit Ask an Expert Help

Home

Welcome, Jane

Consult the [ACT Model](#) to guide your thinking and planning efforts.

Use the [Implementation Checklists](#) to identify appropriate change management activities.

Visit the [Dashboard](#) for an overview of how your change management effort is doing.

Browse the comprehensive set of Change Accelerator tools in the [Toolkit](#).

Implementation Checklists:

- Plan the Change
- Create Urgency
- Lead the Change
- Engage the People
- Align Systems
- Sustain the Change

Tools by Phase:

- Plan the Change
- Create Urgency
- Lead the Change
- Engage the People
- Align Systems
- Sustain the Change

Activity checklists

Comprehensive change model

Optional access to a change expert

Project dashboard reporting

Comprehensive set of change tools

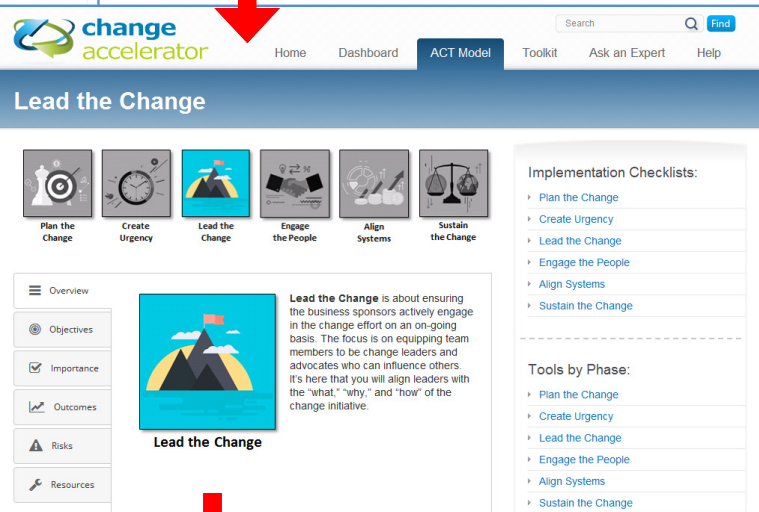
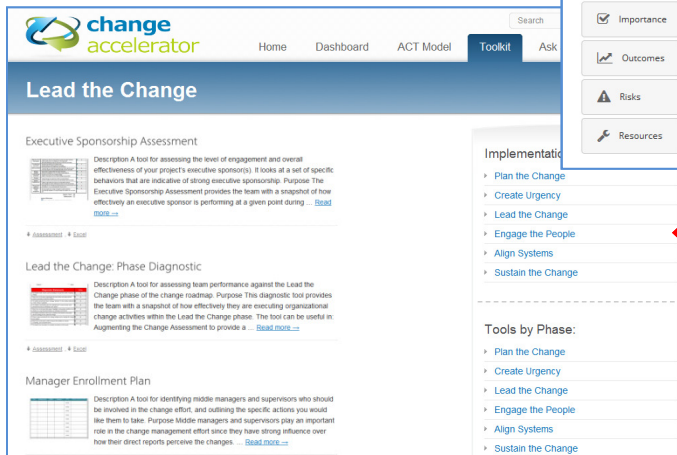
List change tools by phase

ACT™ Change Model

The **Accelerating Change & Transformation (ACT)™** model serves as a guide to your organizational change effort. If your organization already has a preferred change management methodology, great! The ACT™ model can augment your existing approach or with our Enterprise License you can tailor the content to fit your organization's existing methodology.



ACT™ model



Overview of each phase with links to that phase's tools

List of recommended tools for each phase


Dashboard Reporting

The **Project Dashboard** enables you to easily track and report the progress of your various change initiatives. Change Accelerator's Dashboard provides a visual snapshot of each project's Progress and Health (i.e., effectiveness). The ability to show progress and health of your change efforts is an important aspect of effective project management.



Implementation Checklists

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



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Plan the Change: Activity Checklist

+ Click for an explanation of the Activity Checklist

Projects: IT Organization Restructuring

Activities Completed or Accounted For	Recommended Tool(s) to Use
<input checked="" type="checkbox"/> Define the scope of the project and the change initiative	<ul style="list-style-type: none">In Frame / Out of FrameIs / Is NotScoping QuestionsSIPOC
<input checked="" type="checkbox"/> Educate the project team about the change management approach	<ul style="list-style-type: none">Change Management Overview PresentationSelf-Assessment of Personal Change Readiness
<input checked="" type="checkbox"/> Identify specific challenge areas where you should target your change effort	<ul style="list-style-type: none">Change Assessment
<input checked="" type="checkbox"/> Estimate the impacts that the changes will have on the organization	<ul style="list-style-type: none">Change Impact Mapping7S Analysis
<input checked="" type="checkbox"/> Formalize the team's mission and team members' commitment to the project	<ul style="list-style-type: none">Team CharterTeam Operating AgreementTeamwork Model
<input type="checkbox"/> Review team members' competencies against the capabilities needed for project success	<ul style="list-style-type: none">Team Capability Assessment
<input type="checkbox"/> Assess the change leadership skills of current project team members	<ul style="list-style-type: none">Project-Change Leadership Matrix
<input type="checkbox"/> Designate clear roles, responsibilities, and authority among team members	<ul style="list-style-type: none">RACI
<input type="checkbox"/> Document the steps necessary for the team to implement its strategies for the <i>Plan the Change</i> phase	<ul style="list-style-type: none">Action Plan
<input type="checkbox"/> Evaluate your performance against the <i>Plan the Change</i> phase	<ul style="list-style-type: none">Plan the Change: Health Check

Activity Checklists:

- Plan the Change
- Create Urgency
- Lead the Change
- Engage the People
- Align Systems
- Sustain the Change

Tools by Phase:

- Plan the Change
- Create Urgency
- Lead the Change
- Engage the People
- Align Systems
- Sustain the Change

Welcome Noah,


- My Info
- Logout

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Activity Checklists provide suggested activities and recommended tools and templates. From here you can also track and save your progress against activities.


Change Toolbox

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

























[Home](#)
[Dashboard](#)
[ACT Model](#)
[Toolkit](#)
[Ask an Expert](#)
[Help](#)

Toolkit



Below is the complete list of Change Accelerator tools with a check mark designating which phase(s) of the [ACT model](#) each applies. Use the toolkit along with your good judgment to guide the selection of tools appropriate for your unique organizational change situation.

Change Tools	Phases of the ACT Model					
	 Plan the Change	 Create Urgency	 Lead the Change	 Engage the People	 Align Systems	 Sustain the Change
Below are all Change Accelerator tools listed alphabetically. Click a tool name to jump directly to that tool's overview page						
4S Realignment						
7S Analysis						
Action Plan						
Behavior Targeting						
Case for Change						
Change Assessment						
Change Impact Mapping						
Change Leader Assessment						
Change Management Overview Presentation						
Communication Action Plan						

Implementation Checklists:

- Plan the Change
- Create Urgency
- Lead the Change
- Engage the People
- Align Systems
- Sustain the Change

Tools by Phase:

- Plan the Change
- Create Urgency
- Lead the Change
- Engage the People
- Align Systems
- Sustain the Change

Tools by Type:

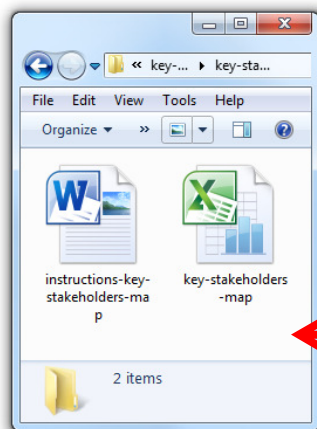
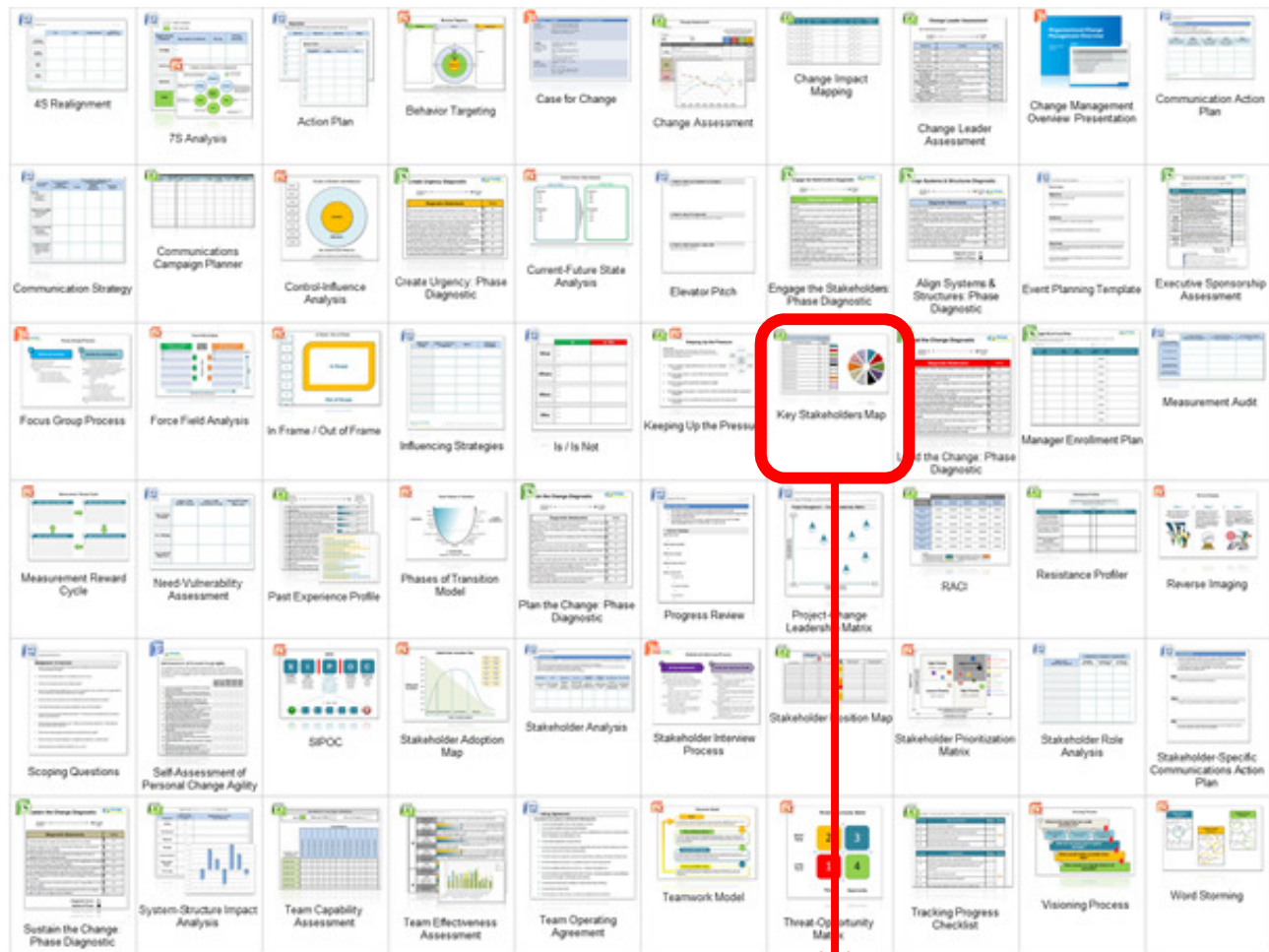
- Template
- Assessment
- Excel
- PowerPoint
- Word
- Model
- Checklist

Welcome Jane,

- » [My Info](#)
- » [Logout](#)

Tools and Templates

A license to Change Accelerator gives you 24/7 access to 60+ **downloadable organizational change management tools and templates**, in Microsoft Word, Excel, and PowerPoint formats (Office 2007 or later).



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

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

Tools and Templates


Here is the full list of 60+ tools and templates available as part of Change Accelerator

- ✓ 4S Realignment
- ✓ 7S Analysis
- ✓ Action Plan
- ✓ Align Systems & Structures: Phase Diagnostic
- ✓ Behavior Targeting
- ✓ Case for Change
- ✓ Change Assessment
- ✓ Change Impact Mapping
- ✓ Change Leader Assessment
- ✓ Change Management Overview Presentation
- ✓ Communication Action Plan
- ✓ Communication Strategy
- ✓ Communications Campaign Planner
- ✓ Control-Influence Analysis
- ✓ Create Urgency: Phase Diagnostic
- ✓ Current-Future State Analysis
- ✓ Elevator Pitch
- ✓ Engage the Stakeholders: Phase Diagnostic
- ✓ Event Planning Template
- ✓ Executive Sponsorship Assessment
- ✓ Focus Group Process
- ✓ Force Field Analysis
- ✓ In Frame / Out of Frame
- ✓ Influencing Strategies
- ✓ Is / Is Not
- ✓ Keeping Up the Pressure
- ✓ Key Stakeholders Map
- ✓ Lead the Change: Phase Diagnostic
- ✓ Manager Enrollment Plan
- ✓ Measurement Audit
- ✓ Measurement-Reward Cycle
- ✓ Need-Vulnerability Assessment
- ✓ Past Experience Profile
- ✓ Phases of Transition Model
- ✓ Plan the Change: Phase Diagnostic
- ✓ Progress Review
- ✓ Project-Change Leadership Matrix
- ✓ RACI
- ✓ Resistance Profiler
- ✓ Reverse Imaging
- ✓ Scoping Questions
- ✓ Self-Assessment of Personal Change Agility
- ✓ SIPOC
- ✓ Stakeholder Adoption Map
- ✓ Stakeholder Analysis
- ✓ Stakeholder Interview Process
- ✓ Stakeholder Position Map
- ✓ Stakeholder Prioritization Matrix
- ✓ Stakeholder Role Analysis
- ✓ Stakeholder-Specific Communication Action Plan
- ✓ Sustain the Change: Phase Diagnostic
- ✓ System-Structure Impact Analysis
- ✓ Team Capability Assessment
- ✓ Team Charter
- ✓ Team Effectiveness Assessment
- ✓ Team Operating Agreement
- ✓ Teamwork Model
- ✓ Threat-Opportunity Matrix
- ✓ Tracking Progress Checklist
- ✓ Visioning Process
- ✓ Wordstorming



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.



HomeDashboardACT ModelToolkitAsk an ExpertHelp

SearchFind

Expert Help

As part of your Change Accelerator service, you have e-mail access to the expert change management consultants at [Emergent](#). They are the developers of Change Accelerator and have experience executing strategic initiatives for Fortune 500 companies and other large organizations.

Here are a few ways you can utilize your change expert:

- Ask about change methods and tactics
- Get suggestions for using specific change tools
- Get feedback on your overall change management strategy

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

* indicates required field

Name: *

Email: *

Subject: *

Message: *

Attachments (optional)

Choose File no file selected

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

Submit

ask an EXPERT

Implementation Checklists:

Plan the Change

Create Urgency

Lead the Change

Engage the People

Align Systems

Sustain the Change

Tools by Phase:

Plan the Change

Create Urgency

Lead the Change

Engage the People

Align Systems

Sustain the Change

Tools by Type:

Template

Assessment

Excel

PowerPoint

Word

Model

Checklist

Welcome Jane,

[» My Info](#)



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 **Emergent**
LEADING PEOPLE. LEADING CHANGE.

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)TM model
- Instructions and facilitation tips for using each tool
- Activity checklists to guide your change activities
- Health checks to gauge the effectiveness of your activities
- Project Dashboard for tracking the progress of your change initiatives

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
- ✓ Create **role-based experiences** (e.g., one for change agents, one for project managers)



Pricing

Pricing is based on the number of possible 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:

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Managing Principal, Emergent
jesse@emergentconsultants.com
303-883-5941