

CHANGE/IDEA NAME:

Use this checklist before applying the DeliveRite Methodology to your next internal change. It's designed to help you confirm that you're ready to move forward with structure and clarity.

- ☐ I can clearly describe the change or improvement we're trying to make.
- ☐ The need for this change is understood by at least one other person in the business.
- ☐ There is a specific problem, opportunity, or trigger driving this initiative.
- ☐ We have at least one internal person who can lead or coordinate the change.
- ☐ The impact of doing nothing has been considered.
- ☐ I've had a quick discussion with someone in the business who might be affected.
- ☐ A rough idea of timing (start and finish) has been noted.
- ☐ We've considered whether external suppliers, tools, or approvals will be needed.
- ☐ There is a budget or resource limit we need to stay within.
- ☐ I've downloaded and reviewed the DeliveRite Methodology.
- ☐ I'm confident we can make a start using a simple step-by-step approach.

This checklist is included in the full DeliveRite Playbook.

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