Change Champions Network Checklist

This detailed checklist will guide you through every stage of creating and sustaining a Change Champions Network. Each step includes key actions and checkboxes to help you track progress.

Define the Purpose

☐ Identify the primary objectives for the Change Champions Network (e.g., adoption, communication, resistance management).

☐ Align goals with organizational change strategy.

☐ Document and share the purpose with leadership and champions.

Select the Right Champions

☐ Choose employees respected by peers and leadership.

☐ Ensure champions represent different departments and levels.

☐ Select individuals enthusiastic about change and open to feedback.

Set Clear Expectations

☐ Provide written role descriptions and responsibilities.

☐ Define what success looks like for champions (KPIs, adoption rates, etc.).

☐ Clarify time commitments and participation requirements.

Provide Training & Resources

☐ Offer formal training in change management fundamentals.

☐ Share communication templates, FAQs, and toolkits.

☐ Provide access to change management software or platforms.

Establish Communication Channels

☐ Schedule regular champion meetings (weekly or monthly).

☐ Create a shared online hub (Teams, Slack, SharePoint).

☐ Encourage two-way feedback loops between champions and leadership.

Recognize and Reward Participation

☐ Publicly acknowledge champions in newsletters or town halls.

☐ Provide certificates, badges, or internal recognition programs.

☐ Link champion contributions to performance reviews or career growth.

Measure and Adjust

☐ Track adoption and usage metrics of new processes or tools.

☐ Collect champion and employee feedback through surveys.

☐ Adjust strategies and provide refresher training as needed.

Tips for Success

☐ Select champions based on influence, not just position in hierarchy.

☐ Keep champions motivated with ongoing engagement opportunities.

☐ Ensure leadership maintains active support and sponsorship.

☐ Regularly measure success and share results with the organization.

☐ Celebrate milestones and highlight champion contributions widely.

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