Change Risk Assessment Checklist

This detailed checklist is designed to guide change practitioners, project managers, and organizational leaders through the full Change Risk Assessment process. Use it to ensure risks are identified, analyzed, and mitigated effectively.

1. Define the Scope of Change

☐ Identify the type of change (system, process, cultural, structural).

☐ Define the scale of the change (enterprise-wide, departmental, team-level).

☐ Clarify project objectives and success metrics.

☐ Confirm leadership alignment on goals and scope.

2. Identify Potential Risks

☐ Conduct stakeholder interviews, surveys, or workshops to uncover risks.

☐ Consider people risks (resistance, morale, adoption).

☐ Consider process risks (workflow disruptions, inefficiencies).

☐ Consider technology risks (system downtime, integration challenges).

☐ Consider organizational risks (budget overruns, leadership misalignment).

3. Categorize and Document Risks

☐ Group risks into categories: people, process, technology, organizational.

☐ Record risks in a risk register or centralized tracking tool.

☐ Note initial severity ratings for each risk.

4. Assess Impact and Likelihood

☐ Rate likelihood of each risk (low, medium, high).

☐ Assess potential impact (minor, moderate, critical).

☐ Use a risk matrix to visualize priority areas.

☐ Evaluate both tangible (financial, time) and intangible (morale, trust) impacts.

5. Prioritize Risks for Action

☐ Rank risks by severity and probability.

☐ Highlight critical risks that could derail project success.

☐ Ensure leadership understands risk priorities.

6. Develop Mitigation Strategies

☐ Define proactive measures to reduce likelihood of risks.

☐ Develop contingency plans for high-impact risks.

☐ Assign owners responsible for implementing mitigation actions.

☐ Document timelines for mitigation activities.

7. Communicate Findings and Plans

☐ Share risk assessment results with stakeholders and sponsors.

☐ Provide transparency on identified risks and mitigation actions.

☐ Encourage feedback to uncover additional concerns.

☐ Update communication channels with risk status updates.

8. Monitor, Track, and Update Risks

☐ Reassess risks at project milestones (e.g., before pilot, before rollout).

☐ Add new risks to the register as they emerge.

☐ Track progress on mitigation activities.

☐ Capture lessons learned for future change initiatives.

View our website for more helpful guides: