**Planning & Leading Change Worksheet**

| **Questions** | **A. Initial plan** | **B. Revisions** |
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| [1] What problem or gap in institutional practices do you want to address? |  |  |
| [2] How do you know it’s a problem?  |  |  |
| [3] What solutions, if any, already exist (e.g., national best practices) that may fix this problem? |  |  |
| [4] Who needs to be involved in solving the problem and/or implementing solutions? |  |  |
| [5] How would you convey the problem to them? How would you convey the potential solution? (Develop 3 to 5 talking points to address a key agency that needs to be involved.)  |  |  |
| [6] What kind of resistance, if any, do you anticipate? What would help resolve it? |  |  |