

Planning For Change

The most important questions in planning are open questions – in particular questions beginning with Who, When, Where, What and How. These can be remembered as 5 people sitting on a bench. We use the term 'bench' to describe a series of predefined questions under each of these headings.



Creating a planning bench

What questions should you ask before embarking on the implementation of a change?

What?	
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Who?	
When?	

Where?	
How?	

Exercise

Using the questions you've identified, consider what action you will take in relation to a change you need to implement at work.

Identify the key questions you need to consider from the lists above and insert these in the left hand column. Then working with your partner/team, identify some responses to these questions and insert these in the next column. Finally place a tick in the final column if you need to investigate the questions further when back in the workplace in order to generate a full response.

The change under consideration is:

Question:	Response:	✓

