Change

Good luck with that

Change

- One of the most difficult things to do

- One of the most difficult things to get others to do

- Inevitable and Necessary

- Must be very convincing, yet rational and fact-based
  - Change should be a need (or at least seem like one)
  - Must meet stated or agreed-upon goals
  - Both short- and long-term benefits must be clear, both human and organizational
  - People affected should be involved
  - Listen to feedback
  - Acknowledge the culture

Change

- One of the most difficult things to do
- One of the most difficult things to get others to do
- Must be very convincing, yet rational and fact-based
  - Commitment is required
  - Not an overnight thing
  - Use headers. Tables and figures are fine if supplemental
  - Don't use fear or threaten
  - Be sympathetic
  - Compare similar situations
- Be aware of habit, disinterest, and active resistance

Change

- Based on your formal evaluation / technical walkthrough
- The ultimate compare and contrast
- Some of your work is already done
- Highlight pros and cons between your alternatives
- Be honest about each, which will force you to think about your recommendation
- Be sure to have a formal introduction, body and conclusion to your work

What you should do

- Identify the change you want someone to make
  - Usually *from* something
- Identify three alternatives, one of which is always to do nothing
- Indicate pros and cons of each alternative
- Indicate your choice
  - You must be able to offer significant justification
  - Compare your choice to current state or circumstance
- Conclude with how your change will make everything better