

Change Management Methodology

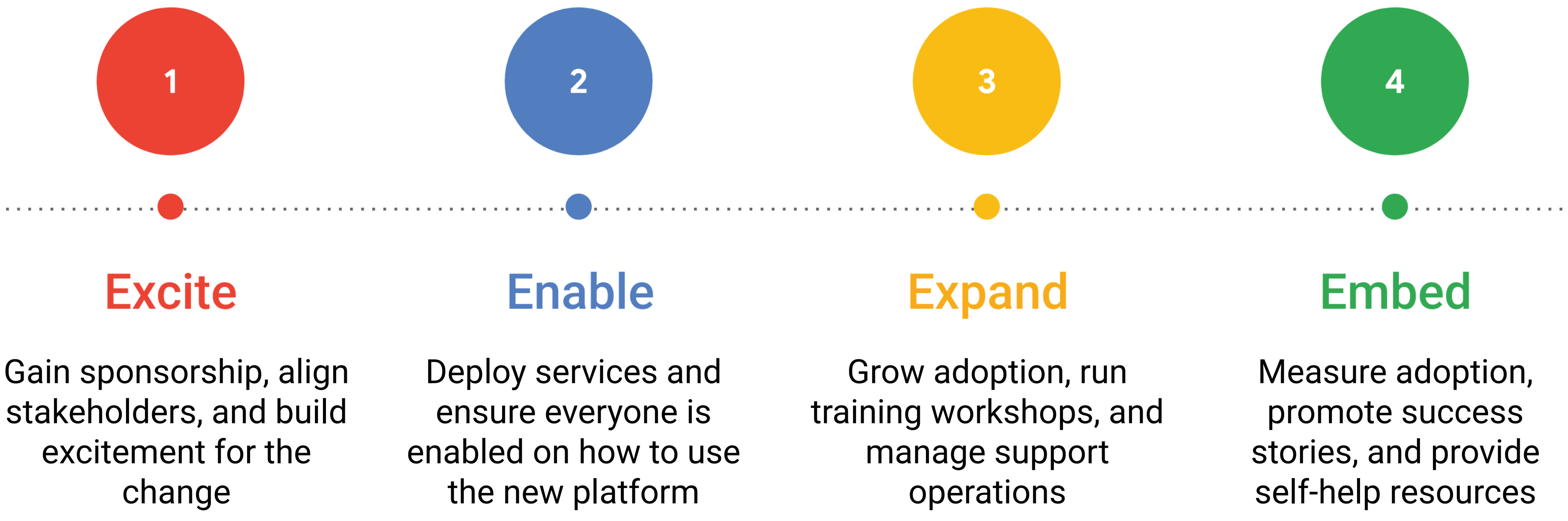
The journey to long-term success with Google Workspace

Managing change isn't easy, but it's often necessary to improve and evolve - both as individuals and as organizations.

To help address the challenges around change management, here are the best practices outlined in Google Workspace's change management methodology, plus a checklist for effective change and long-term success.

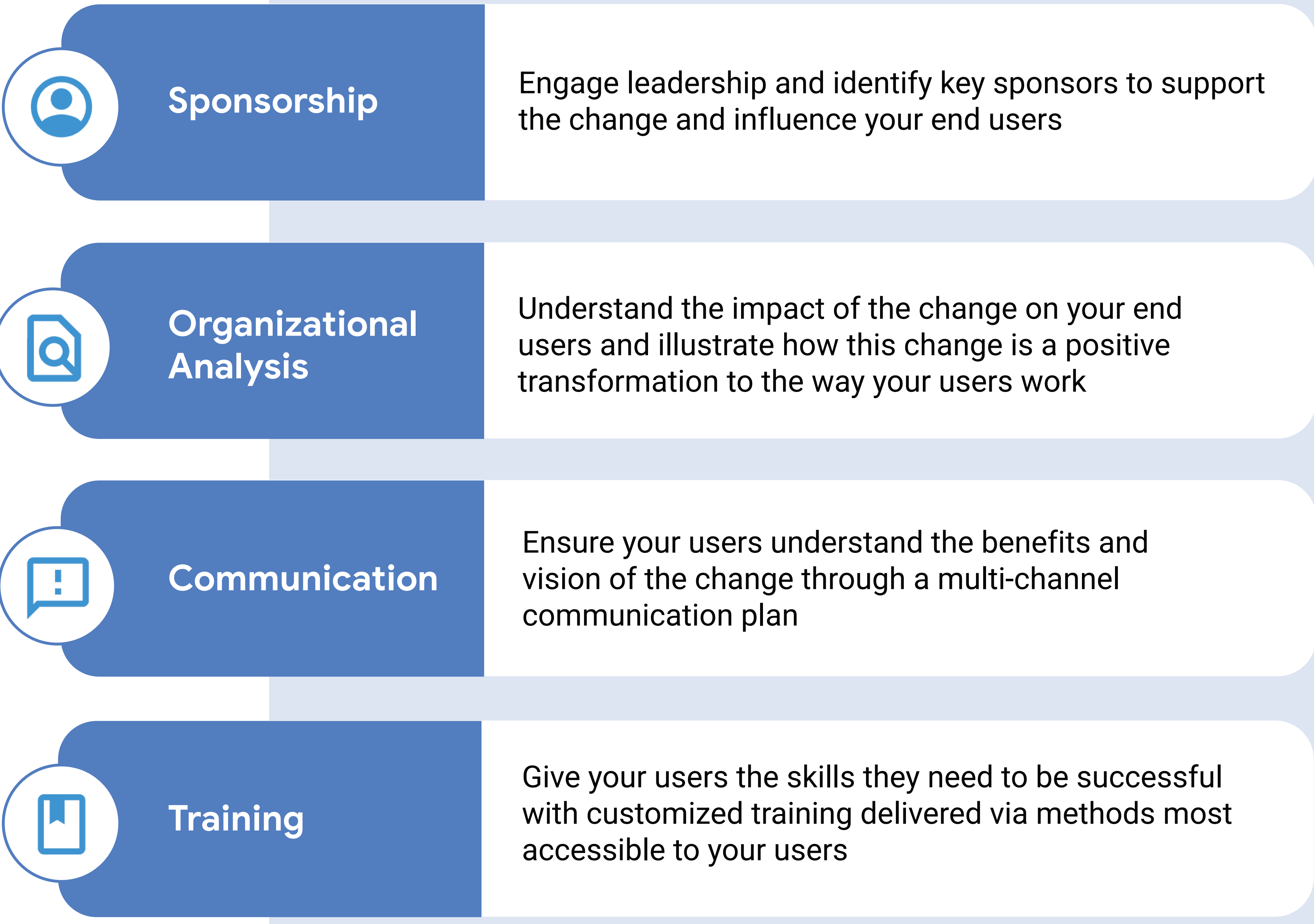
The change journey

The change journey to long-term success is broken down into four primary phases:



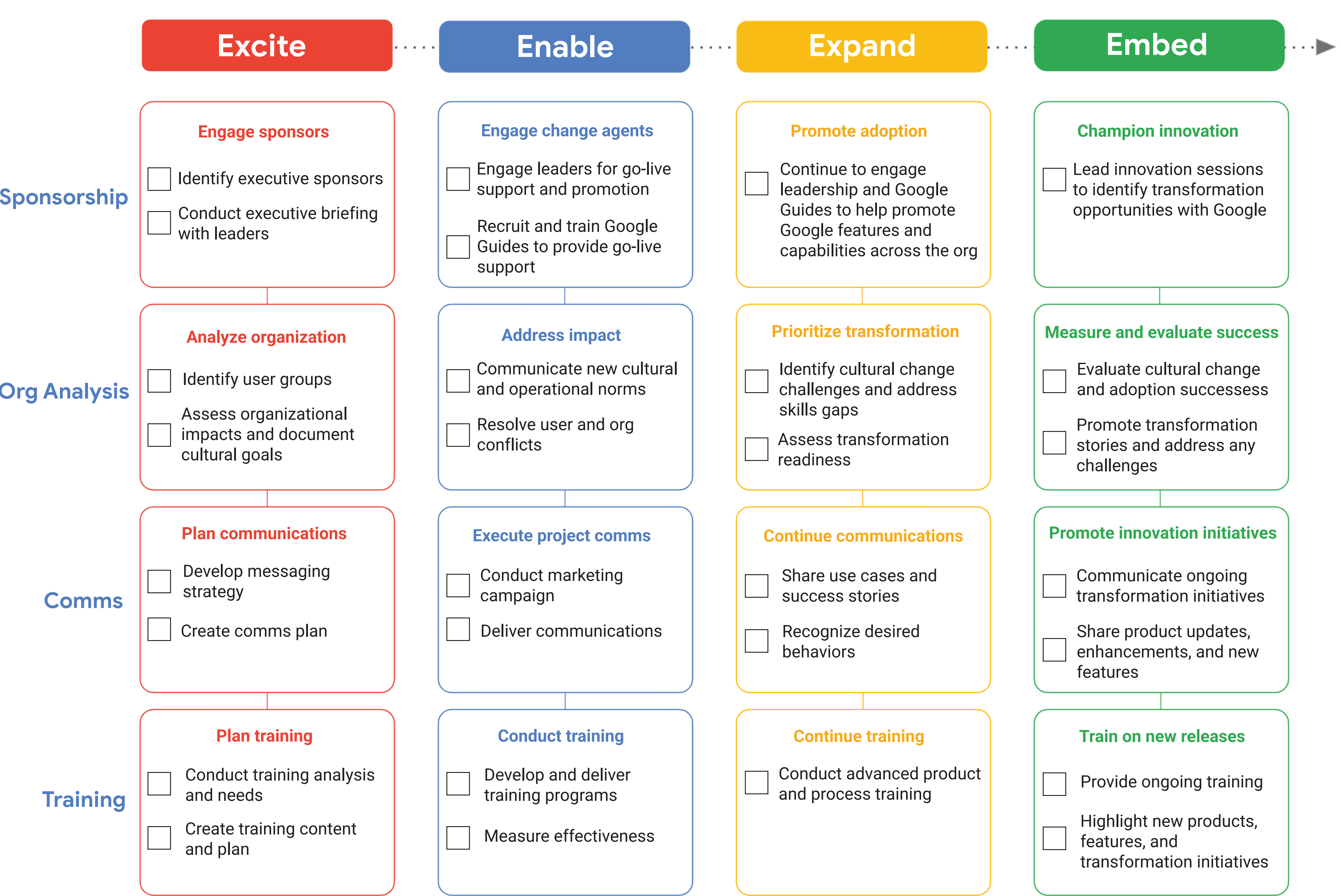
Key work streams for managing change

There are four key work streams that help your organization gain knowledge of the change, build proficiency with new technology, and commit to using it to improve the way they work.



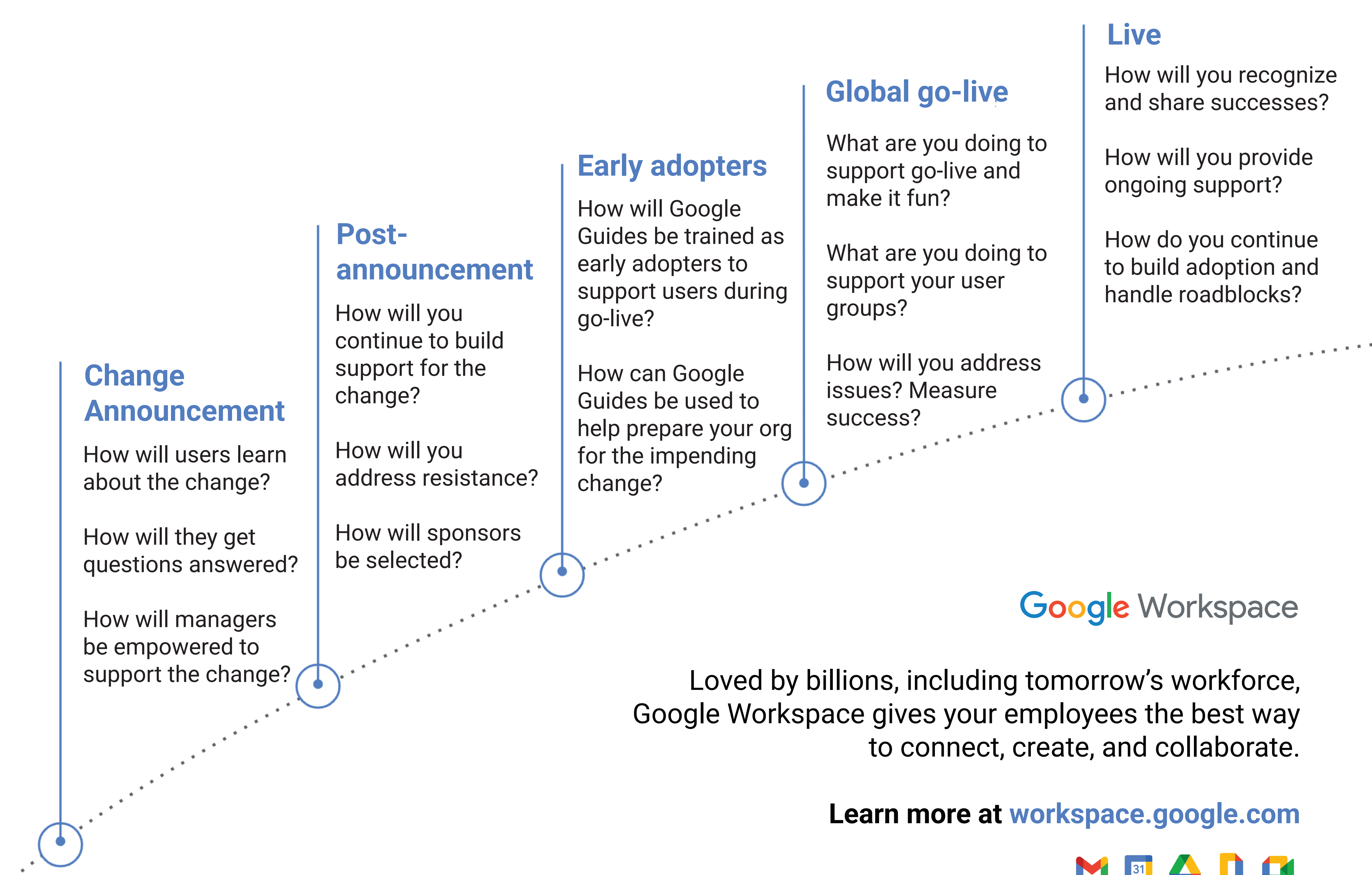
Change management checklist

Putting it all together, the below diagram shows the different activities and communications that are essential at each phase in the change journey and within each work stream.



The user experience

Based on the change management checklist above, imagine your user journey. Do you have an answer to the questions below? If not, consider what you still need to do to ensure your users are supported and prepared for long-term success.



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