

Tool 20: Worksheet

Diagrammes and tools

Table 1: Template for assessing organisational implications

Possible Organisational Change	Implications for Whom?	Required Actions
Will the work to be undertaken by staff change and how?	_____ _____	_____ _____
Will relations between departments change?	_____ _____	_____ _____
Will restructuring be required?	_____ _____	_____ _____
Will retrenchment or redeployment of staff be required?	_____ _____	_____ _____
Will it be necessary to employ new staff?	_____ _____	_____ _____
Will existing staff require new capacities (knowledge/ attitudes/skills)?	_____ _____	_____ _____

Possible Organisational Change	Implications for Whom?	Required Actions
How should staff affected by the changed approaches, be involved in the process?	<hr/> <hr/>	<hr/> <hr/>
Will any changes to decision-making structures be required? And how should key decision makers be involved?	<hr/> <hr/>	<hr/> <hr/>
Other?	<hr/> <hr/>	<hr/> <hr/>

Note: this template should be revised according to the potential changes being considered