

Preparation activities checklist

Task	Source	Details	Done
Identify a digital coach	A digital coach is a member of the team who will learn the new system first. They will spot problems early and make switching over easier for the whole team.		<input type="checkbox"/>
Identify change agents	These are team members who help with the change. They know what needs to be done and can come from any area, e.g. admin, clinical or operational.		<input type="checkbox"/>
Identify change champions	Change champions cheer on the change. They spread good vibes, talk about what's happening and deal with any worries or rumours within the team.		<input type="checkbox"/>
Assemble a change network	A change network is a group of people from the practice and beyond who help everyone stay in the loop and cope with changes. It includes the leadership team, change champions, change agents and project team members. See Change Network - Change Management - Futures for more information.		<input type="checkbox"/>