

10 criteria to help you make a good decision

A methodology is a series of processes, activities and tasks used to address a specific business issue or opportunity. It defines who, what, where, when, and why. It has to have rigour, logic and coherence to be acceptable as a methodology.

A change management methodology includes processes, tactics and tools for managing the people side of the change and to effectively transition organisations through change.



Why do organisations select and employ standard methodologies?

They do this because methodologies:

- Focus on the **business issue or opportunity** concerned rather than the process for dealing with it
- Describe how the organisation **wants issues** to be managed
- Can be **integrated** into other organisational processes
- Prevent **conflicting approaches** that waste time and energy being resolved
- Create a **common language** and way of working across the organisation
- Are **quicker** than building something from scratch

What are the 10 key questions to ask when selecting a change methodology?

1. Will it meet your **business needs** and is it **good value** for money?
2. Can it be **customised** to suit your specific needs?
3. Can it be easily **integrated** into other processes?
4. Is it **straight-forward** to learn?
5. Does it have a **step-by-step process** that is easy to follow and apply?
6. How **usable** are the tools and materials that support it?
7. Is **accreditation** available to ensure people have reached a specific standard?
8. What is the level of on-going **support** from the methodology provider?
9. Can it be **maintained** by internal staff?
10. Is it **recognised** by professional bodies?

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