**WORKSHEET – ALTERATIONS FORM**

Use this form to retrieve from your company / organisation / field of activity situations, factors, events etc. that can be qualified as “alterations”. It is possible to modify and customize the form. This exercise is creative and lateral-thinking oriented.

**Alteration Identification**

* 1. Give a name / title to the alteration
  2. Type of Alteration (please tick)
  + Policy Alteration
  + Process Alteration
  + Speed of Alteration – fast or slow
  + Scale of the alteration – large or small
  + Job Roles
  + System Alteration
  + Production line
  + Supply chain
  + External factors (specify)
  + Other ……………………………………………………………………………………………………………………
  1. Alteration context (Describe briefly the cause for the alteration )
  2. Alteration main impact on
     + Department
     + Work Groups
     + Business Units
     + Division
     + People
     + Systems
     + Production
     + Price
     + Market of the business
     + Environment
     + Other ……………………………………………………………………………………………………………………

##### Alteration details

(Describe who in the business is potential involved in managing the alteration)

* 1. Current Status Describe the situation in the organisation in consequence of the alteration

Define the context and challenges surrounding your initiative

##### Alteration Identification

* 1. Future Status Describe what the future state caused by alteration could bring

Describe what it will look like

Describe what you will see the people doing/ saying Describe what will be done differently

Describe what roles will be affected in the organisation and how

Describe if something could improve

##### Alteration Specifications

* 1. Alteration cause How will you get there?

Rational

Do you need a new organisational tructure?

Do you need a new system?

Non Rational

What relationships will alteration impact?

##### Alteration Specification

* 1. Information Sharing What policies and procedures that need to be arranged to share information about alteration? To whom?
  2. Cost of alteration What would an estimate of the total cost of the activities required to manage the alteration situation ?

Where will the funds come from?

Has this been negotiated with whom ?