



SACRAMENTO STATE

Change Characteristics Assessment

As a university, we serve many stakeholders: students, faculty, staff, parents and the community. Be mindful of which groups will be affected by your project. When rating the “organization,” this many mean the entire university, a division, a department or other groupings, depending on the scope and impact of the project.

Mark your location on the following spectrum. If you fall on the **right** of the spectrum, your project will require **more** change management resources and activities than if you fall on the left of the spectrum. This assessment result will be used to customize your change management strategy and activities. Record your assessment score.

Scope of change

Small group	Department	Division	Enterprise
1	2	3	4
			5

Number of impacted employees, faculty, staff, students, others

Less than 10				Over 1000
1	2	3	4	5

Variation in groups that are impacted

All groups impacted the same			Groups experiencing the change differently
1	2	3	4
			5

Type of change

Single aspect, simple change			Many aspects, complex change
1	2	3	4
			5

Degree of process change

No change				100% change
1	2	3	4	5

Degree of technology and system change

No change				100% change
1	2	3	4	5

Degree of job role changes

No change				100% change
1	2	3	4	5

Degree of organization restructuring

No change				100% change
1	2	3	4	5

Amount of change overall

Incremental change				Radical change
1	2	3	4	5

Impact on employee compensation

No impact on pay or benefits			Large impact on pay or benefits	
1	2	3	4	5

Reduction in total staffing levels

No change expected			Significant change expected	
1	2	3	4	5

Timeframe for change

Very short (<month) or very long (>year)			3 month to 12 month initiative	
1	2	3	4	5

Sum of points for change characteristics assessment (out of 60 total):	
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Note: A score of 35 or higher is considered a large change that will require more change management resources and activities to be successful.