[Insert DEI Initiative] Change Management Plan

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Identify who's who for

Leadership: Who is the executive within your organization who is leading this DEI initiative? Do they have the time? Do they have the will? Do they have the decision-making authority? What specifically do they need to do to drive this change?

Supervisors/People-Managers: Are the supervisors aware of the DEI initiative? How do they share information with their supervisees? Do they have guidance on why the change is happening and how it will affect their supervisees?

Change Maker: Who's managing the people side of the DEI initiative? This person may be the same as the person managing the implementation DEI initiative, or not. The change maker needs the time, resources, and decision-making authority to manage the change process.

The ADKAR model for

Awareness: Are the people within your organization aware of the DEI initiative? Consider multiple channels to keep people informed, why it's happening, and what their role is in this effort.

Desire: Every single person does not need to be enthusiastic for the change, but there needs to acceptance, humility and willingness to confront hard truths even about ourselves. What can your organization do to create desire or acceptance of the DEI initiative?

Knowledge: Do the right people have the right skills to enact the DEI initiative? What information is needed for people to succeed in making the change happen? How do they access this knowledge?

Ability: Once knowledge is obtained, can the knowledge be effectively applied? Is there an opportunity to learn and test?

Reinforcement: Consider how your team feels appreciated. Celebrate each step of the way. Acknowledge the changes made and seal in that feeling of success. How can your organization celebrate?

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Logistics Planning for

Timeline: The timeline should be short and achievable. If the DEI initiative requires a long timeline, break up the change plan into intervals, 3 to 6 month periods and apply the ADKAR models to each interval. List out the dates for each ADKAR step:

Resources and Budget: What resources are at your disposal? Who is available? When are they available? One of the greatest hinderances to DEI initiatives is a lack of appropriate resources. There needs to be a budget, there needs to be personnel who have adequate time to dedicate, and there needs to be reinforced prioritization of this initiative.