

Change Plan

Primary tool users:	Transformation Leads
Others who may find it helpful:	County and District Commissioners (or equivalents)
Related step of the change process:	Step 2: Plan the Change
Time to complete:	2 hours +

Purpose of this tool

Once you've used the Scouts change tool 'is my patch ready for change?' you'll know who in your area needs to adopt upcoming changes, what barriers there are, and you'll have started to think about what support could be put in place to overcome these barriers – you are now ready to make a plan! This tool will support you to bring all the information you have together and plan actions that will allow you to implement change locally!

How to use this tool

You can recreate the tables in Excel or another format if this is easier for you. You can also add any additional columns that are helpful to you and your patch.

If you're implementing more than one change, it is best to fill out separate tables for each change.

Complete part 1 by considering what you can do to help people and groups in your local area to change. How will they find out what they need to do and what resources are available to them? Who might need additional help and support?

It is helpful to work on this part of the tool with a small group of people so you can discuss and develop ideas together. Be creative and develop activities that'll encourage people to be excited and positively embrace the changes. [Also don't forget the resources and support available from the centre.](#)

Part 2 will help you create a plan so you can work out the time and resources needed for each change. Consider the activities you've listed in part 1, as well as the ideas you had for 'overcoming barriers' in part of 2 the "Is my patch ready for change?" tool. Take into account deadlines for each activity, how activities are connected to each other, and who will lead each one.

Part 1: Change Plan

Which change are you creating this plan for?

What will the change look like in practice? What do you want the end result of the change to look like in your local area?	Key person/groups changing (as in the "is your patch ready for change" tool)	How will they need to change? What does the key person/group need to do differently to make the changes successful? (think about the barriers already identified)	Activity What can to be done to support the changes needed?
<i>Example: How we welcome new volunteers will change so it is a warmer experience. This means leaders will need to conduct a new type of welcome conversation. End result: we'll attract more new volunteers to deliver more activities for young people. (please note that this is an example and not something that you are expected to do if it doesn't fit in with your local change plan)</i>	<i>Group leadership team</i>	<i>Understand what the new welcome conversation is and feel confident in having them.</i>	<ul style="list-style-type: none"> • <i>Film a role play of a warm welcome conversation happening locally and share with group leadership teams</i> • <i>Set up a buddy system, so that group leaders who feel unsure can join a conversation being conducted by someone who feels confident</i> • <i>Create a written description of the welcome conversation that will be distributed to Group leadership teams to explain what it involved</i> • <i>Share resources available from the centre to support implementation of this change</i>

Part 2: Timeline

Activity	Who will lead this activity?	When does this activity need to be started and complete by?	Is this activity dependent on any other activities being complete?	What resources are needed to deliver this activity?
<i>Set up a buddy system for the new welcome conversation</i>	<i>County leadership team</i>	<i>Will take 6 weeks to set up. Complete by dd/mm/yy</i>	<i>Cannot be set up until written description and video have been shared.</i>	<ul style="list-style-type: none"> • <i>A way for people to flag they feel unsure</i> • <i>Someone tasked with connecting individuals</i> • <i>Record of who is conducting conversations</i>
<i>Share film of the new welcome conversation taking place locally</i>	<i>County leadership team</i>	<i>Will take 4 weeks to film and edit. Complete by dd/mm/yy.</i>		<ul style="list-style-type: none"> • <i>Two people to have the conversation</i> • <i>Someone to take video</i> • <i>Some to edit video</i> • <i>Phone or camera to take video</i> • <i>Website to host video (YouTube?)</i>