

## **BREAKING IT INTO CHUNKS -- ACTION FOR CHANGE**

*Successful implementation of change can be broken down into a few basic categories for action:*

- **Timeline:**
  - What kind of timeline will this change require?
    - In what order should steps be taken? (Also, each of these questions is part of a timeline.)
    - What's a realistic "done by" date?
  
- **Communication:**
  - Who needs to be convinced? What logic will we use to make our case?
  - Who are our allies? (staff, volunteers, board, donors, adopters, general public, experts as resources)
  - Will we also need external communication (media, general public, signage) on this decision, before or after the change?
  
- **Procedural changes:**
  - What kind of procedures will need to be written, and who will do it?
  - Who will need to be trained, about what, and by whom?
  - Who will reinforce the training and new procedure? Will they need additional training themselves to do so?
  
- **Physical changes:**
  - What adjustments will need to be made within our existing physical space? (storage, re-arrangement, etc.)
  - What supplies or equipment do we need? (one-time purchases and ongoing needs) What pre-purchase research will need to be done?
  - What structural changes will need to be made? (changes to kennels, large equipment, structural build) What pre-decision research will need to be done?
  
- **Cost:**
  - How will we fund this change?
    - Purchase supplies and equipment (one-time and/or ongoing)
    - Capital purchases (structural, kennels, large equipment)
    - Staffing
  - Consider regular revenue, possible increased revenue, special fundraiser, grant support, business/sponsor support, specific "angel" donor(s), what else?
  
- **Getting it done:**
  - Delegation: Who will handle each of these tasks? (staff, board, lead volunteers, possibly consultant)