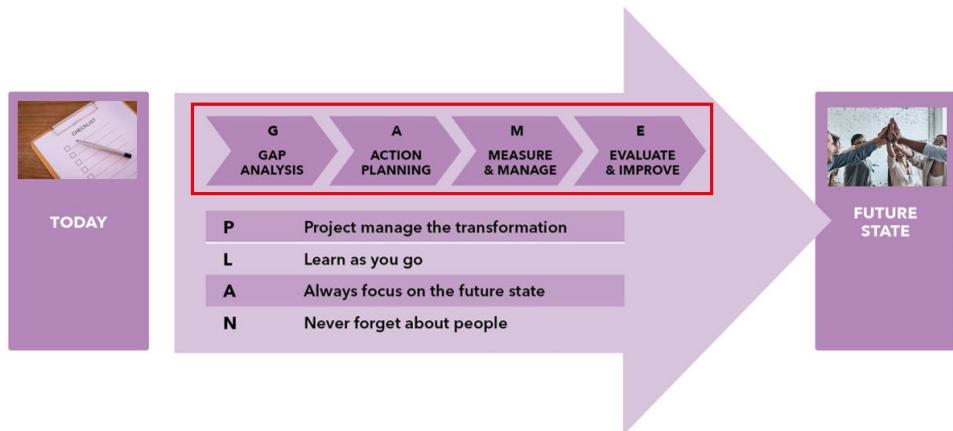


GAME PLAN – Checklist of all tasks covered in webinars 2 & 3 for the GAME PLAN Framework, together with useful supporting links.

[I know why transformation projects fail](#)



The GAME PLAN framework aims to help you design & implement 4 sequential steps & 4 change management foundations (ways of working) to deliver your transformation programme

GAME PLAN	Section Title	Key Tasks	Useful Weblinks
G	Gap Analysis & Strategic Decision Making	1.1 Confirm transformation goals 2.2 Define your key perspectives 2.3 Maturity models (define where you are) 2.4 Maturity models (define where you want to be) 2.5 Strategic decisions	ICAEW Gap analysis – the transformation starts here Gap analysis table APM What is project sponsorship?
A	Action Planning (deliverables)	2.1 Define projects (and group into work streams) 2.2 Define scope and goals 2.3 Clarify ownership 2.4 Design a tracker 2.5 Design a one page scorecard for Project Board	ICAEW Your transformation programme needs action planning Action plan – manage and measure APM What Is a Gantt Chart? Definition & Examples What is project planning? What is project cost planning and control?
M	Measure & Manage	3.1 Implement regular traffic light project status reporting	ICAEW – to be published APM What is project data analytics?

		<p>3.2 Communicate this information to agreed stakeholder list</p> <p>3.3 Communicate this information to agreed stakeholder list</p> <p>3.4 Establish 121 sessions with Exec Sponsors</p> <p>3.5 Run monthly/bi-weekly Project Board sessions to drive action</p>	<p>What is artificial intelligence in project management?</p>
E	Evaluate & Improve	<p>4.1 Organise quarterly team improvement workshops</p> <p>4.2 Identify “What went well” (broken down into Outputs & Process)</p> <p>4.3 Identify “How it could have gone better” (broken down into Outputs & Process)</p> <p>4.4 Identify “What action needs to be taken?”</p> <p>4.5 Communicate as needed (eg to Project Board)</p>	<p>ICAEW - to be published</p> <p>APM</p> <p>What is benefits management and project success?</p>
P	Project Management (the process)	<p>5.1 Appoint Project Board</p> <p>5.2 Adopt a change management approach</p> <p>5.3 Implement rhythm of project governance</p>	<p>ICAEW</p> <p>Delivering transformation – a lesson in project management</p> <p>APM</p> <p>What is a project management life cycle?</p> <p>What Is Agile Project Management?</p> <p>Other</p> <p>Change management approaches</p>
L	Learn as you go	<p>6.1 Ensure agile mindset across team</p>	<p>ICAEW - to be published</p> <p>APM</p> <p>What is knowledge management</p>

		6.2 Acknowledge schedule will change with Project Board 6.3 Support team to adjust to inevitable changes	Lessons learned
A	Always focus on the end state	7.1 Maintain focus on business outcomes 7.2 Implement a benefits stage gate process 7.3 Be transparent about status and time frames	ICAEW - to be published APM What is strategic intent? What is change management and organisational change? What is scope management?
N	Never forget about the people	8.1 Celebrate success! People will ultimately make the transformation a success/failure 8.2 Establish ways of bringing wider team with you on the journey (enjoy the journey!) 8.3 Deal with high/low performance	ICAEW - to be published APM What is diversity and inclusion in project management? What is project team management and leadership? Stakeholder engagement CIPD Employee Engagement & Motivation Factsheets Embracing and leading organisational change Podcast

Supplementary resources

ICAEW - [Finance team toolkit](#)

CIPD - [Transformational Change with Case Studies](#)