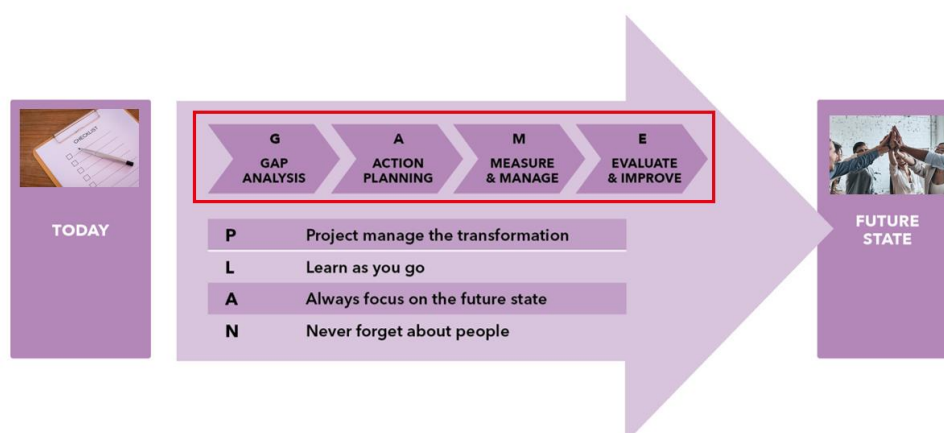


GAME PLAN – Checklist of all tasks covered in webinars 2 & 3 for the GAME PLAN Framework, together with useful supporting links.

[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
<b>G</b>	<b>Gap Analysis &amp; Strategic Decision Making</b>	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 <a href="#">Gap analysis – the transformation starts here</a> <a href="#">Gap analysis table</a> APM <a href="#">What is project sponsorship?</a>
<b>A</b>	<b>Action Planning (deliverables)</b>	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 <a href="#">Your transformation programme needs action planning</a> <a href="#">Action plan – manage and measure</a> APM <a href="#">What Is a Gantt Chart? Definition &amp; Examples</a> <a href="#">What is project planning?</a> <a href="#">What is project cost planning and control?</a>
<b>M</b>	<b>Measure &amp; Manage</b>	3.1 Implement regular traffic light project status reporting	ICAEW – to be published APM <a href="#">What is project data analytics?</a>

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

		6.2 Acknowledge schedule will change with Project Board 6.3 Support team to adjust to inevitable changes	<a href="#">Lessons learned</a>
<b>A</b>	<b>Always focus on the end state</b>	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 <a href="#">What is strategic intent?</a> <a href="#">What is change management and organisational change?</a> <a href="#">What is scope management?</a>
<b>N</b>	<b>Never forget about the people</b>	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 <a href="#">What is diversity and inclusion in project management?</a> <a href="#">What is project team management and leadership?</a> <a href="#">Stakeholder engagement</a>  CIPD <a href="#">Employee Engagement &amp; Motivation   Factsheets</a> <a href="#">Embracing and leading organisational change   Podcast</a>

Supplementary resources

ICAEW - [Finance team toolkit](#)

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