# DESIGN Stage Checklist

*Name of Initiative Here*

*This template will help to decide whether you are ready to apply for approval to move into the IMPLEMENT stage, using a checklist of activities that need to be covered.*

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| **Have we completed all DESIGN stage activities?** | |
| * Have we used a design group with representation from all stakeholder areas? | * Have we consulted widely during this stage to ensure the design has been validated by all stakeholder groups? |
| * Has the design been further refined to reflect input from each stakeholder group? | * Have you identified possible areas of overlap with other projects, and co-ordinated with these groups to ensure design consistency? |
| * Has a transition plan (including an impact assessment and Change Management plan) been developed to support all stakeholder groups through implementation? | * Have the finance and HR implications of the design been developed and agreed? |

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| **Are we ready to move into the DESIGN stage?** | |
| * Have we provided one or more detailed design options for approval? | * Is the design agreed by every member of the design group? |
| * Does the design have the agreement of the sponsor and person who will present it to the board? | * Can we provide a clear rationale for why the change should occur and what the benefits would be? |
| * Have we prepared a DESIGN stage report to be submitted for approval? |  |
| **If the group has not been able to reach agreement**  Where a group has been unable to come to agreement on the design or design options, it may be necessary to approach the approval giving body for further direction.  In this case, the group is not going to the authorizing body for approval to proceed to IMPLEMENT stage, but rather is seeking further direction on how to proceed with the DESIGN stage in the face of disagreement.  The DESIGN group should provide a full report to the authorizing body, outlining all activities to date, as well as details of the outstanding issues that have not been agreed.  The authorizing body may provide a number of options   * Give direction on design elements or what design option to proceed with * Disband the group and assign another group * Provide further independent facilitation | |

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| **DESIGN Stage Report** |
| In order to provide adequate information for the authorising body to approve moving into the IMPLEMENT stage, a DESIGN stage report should be provided, including the following: |
| **Details of all DESIGN stage activities**   1. Overview of all DESIGN activities, outcomes and design options. 2. A rationale for why the change should occur, and what the benefits would be. 3. Details of all activities conducted. 4. An agreed detailed design(s). 5. A fully detailed implementation transition plan, including impact assessment, change management plan, communications and training plan. 6. A statement of joint agreement, signed by all members of the DESIGN group 7. An appendix of the following briefs:    1. A copy of the design principles    2. A copy of the transition plan brief    3. A copy of the HR/Finance implications brief    4. A copy of the DESIGN Stage checklist |