**ADKAR Model Change Management Planning Tool**

Use the ADKAR Model to conduct an analysis of the current and future (desired) state of change for the individuals involved in your improvement effort – those directly affected by the change being tested.

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|  | **Awareness**of the change and reasons for it | **Desire**to participate and support the change | **Knowledge**of how to change and how to perform | **Ability**to perform the change as expected | **Reinforcement**to sustain the change until it becomes the norm |
| What is the current state? |  |  |  |  |  |
| What does the desired (future) state look like? |  |  |  |  |  |
| What needs to be done to bridge the gap between the current and future state?  |  |  |  |  |  |