

Purpose

The Leadership Interviews template is a working document to craft relevant questions for the capture of leadership perspective on an impending change. Leader responses will help to inform Stakeholder Analysis and downstream OCM strategy and action plan development.

Considerations

Target leaders of stakeholder groups impacted by the impending change.

Interviews are live meetings. Be prepared to host in person or virtually.

Create a short list of questions. Limit 3 to 5 questions per interview.

The questions herein are samples and should be updated as needed for the given project.

Completed By

This template is completed by the Project OCM Lead.

Completed When

This template is completed during the **2. Conduct Stakeholder Analysis** phase of the OCM Standards which aligns with FXPLC phase **Initiation, Concept, & Planning**.

ID#	Question	Feedback	Leader Interviewed	Date
1	Are you aware of [project name here] and the coming changes?		Leader 1	
2	What can we do for you to ensure that you are ready for the change?		Leader 1	
3	What is the best way to get your team ready for the change?		Leader 1	
4	Any other teams outside of yours that should be considered as part of the change?		Leader 1	