**FORCE FIELD ANALYSIS**

***Instructions:***

Step 1: Clearly state the change you are considering in the middle column.

Step 2: Identify the internal and external forces that are supporting or driving this change.

* What are the benefits of the change?
* Rate each supporting force on a scale of 1 (low) to 5 (high) – What is the impact of this force to support/drive this change?

Step 3: Identify the internal and external forces that are opposing or hindering this change.

* What might go wrong?
* Rate each opposing force on a scale of 1 (low) to 5 (high) – What is the impact of this force to hinder this change?

Step 4: Assess the supporting and opposing forces and their corresponding scores.

Step 5: Brainstorm strategies to address and/or respond to the opposing forces.

* Who is set to gain? Who is set to lose out? What might their reaction be?
* How can we support both the champions and those hesitant or resistant to change?
* For external forces, what are we able to influence and how?
* What is the general mood like in our organization towards the change? If positive, how do we keep that going? If negative, how can we turn that around?
* What type and amount of resources do we need to support change?

Step 6: Establish consensus on whether or not to move forward.

* Decision Point
  + Will you proceed with the change?
  + Are the supporting forces significant enough to justify the change?
  + Are the opposing forces manageable?
  + Given current circumstances, does the amount of resources and effort needed to respond to the opposing forces make sense?

Force Field Analysis Template

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Forces Supporting Change** | Score | | | | | **Proposed Change** | Score | | | | | **Forces Opposing Change** |
|  | 5 | 4 | 3 | 2 | 1 |  | 1 | 2 | 3 | 4 | 5 |  |
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Brainstorm – Ideas to test or do to support Change:

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Action Plan Template:

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| --- | --- | --- | --- | --- | --- |
| Strategy  (How?) | Action  (What?) | Responsible  (Who?) | Location  (Where?) | Deadline  (When?) | Status  (To do, Doing,  Done, Stuck) |
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