



Taskboarding is a key tool used to analyze the processes involved in a change management initiative. It is often used to prepare for a new project, anticipating potential problems before they arise. It can also help with reviewing the current status of a change management plan, pinpointing areas of difficulty and the causes behind them. This group exercise encourages a team to think sequentially and break the change down into a logical process in order to identify how each element can be improved.

## What to Do

**As a group, take the following steps to analyze your project:**

1. Write all relevant activities and tasks on separate Post-it notes or index cards, along with the timescales required for completing them. These should all be essential to the completion of the change plan. Everyone should complete these Post-it notes simultaneously. Tell the others your thoughts as they occur, write them down and stick them onto a flipchart or wall. Refer to the **Example Taskboard** to help you get started.
2. Place your Post-it notes in a logical sequence to represent the phases of the project.
3. It is important to remember that some tasks can run concurrently and that the ordering of certain activities will not matter.
4. Continue to arrange the tasks in sequence until the whole group is agreed on the most logical workflow.
5. Stand back and review the completed process. Is this really the most effective sequence? Can you identify any problem areas with this sequence, or blockages in the chain? If so, why are they occurring, and what action is needed to clear them? Can you change the sequence?
6. The advantage of the Post-it notes is that they can be moved easily as you analyze the process and see more logical steps in the workflow.