

## Tool: Problem Predictor

### WHAT IT IS

A tool to help ensure that the change will be implemented effectively by preventing significant and likely problems.

### WHEN TO USE IT

During the planning phase to predict possible obstacles to implementing the change and to generate ideas about how to handle them.

### HOW TO USE IT

1. Create a four-column table with the following headings: "Potential Problems," Probability," "Seriousness," and "Ideas."
2. Work in a group to brainstorm (see "Brainstorming and Multivoting" in the Toolkit Index) a list of possible problems or trouble spots that could develop. Write these in the "Potential Problems" column.
3. Collectively rate how probable and how serious each possible problem might be using the following ratings: "H" for High, "M" for Midlevel, and "L" for Low. Enter each rating in the appropriate cell of the "Probability" and "Seriousness" columns.
4. Work together to develop a list of ideas of ways to avoid or reduce the potential problems. Write these down in the appropriate cell of the "Ideas" column.

An example of a Problem Predictor analysis follows:

POTENTIAL PROBLEMS	PROBABILITY	SERIOUSNESS	IDEAS
Government furloughs could delay implementation.	M	L	N/A
Insufficient budget could "freeze" implementation.	H	H	Discuss with senior management about possible increase.
Staff reductions before the change is complete could alter the "doability" of the change.	L	H	Ensure that HR is aware of current change effort.