

Digital Transformation – Your Change Protocol

This document will accompany you throughout your whole process of digital transformation.

You could and should note down all ideas etc. here that you already have or that have come in the course of the strategic planning for your digital transformation.

Record all changes too, e.g. if the content changes on the basis of new information.

Nr.	Activities / ideas / projects of change/ innovations / alterations / new hardware or software / new processes etc.	Description of the individual steps required for implementation	Open questions: what still has to be clarified?	Which requirements must be met for you to be able to implement these activities?	Implementation (Yes/No Decision)	Comments
					Choose one option	