

Before you begin a curriculum or assessment revision: This work can be energizing, transformational, and can bring greater coherence, meaning and collaboration to a department or program. But the work is time-consuming and can be fraught with obstacles and divisions that hinder progress. Consider these questions derived from best practices in change management and participatory design to help you get started.

SHARED MOTIVATION	
What is the source of motivation to undertake this work? Is there data or other sources of evidence to support the work?	
Is motivation shared by enough key individuals for the work to succeed? What can you do to increase buy-in, empower and encourage faculty?	
Is there a sense of urgency associated with the need for revision? Are there risks/consequences for not acting?	
Are there historical or cultural factors that might impact motivation for the work? What can you do to promote the value of the work?	
ACTIVE LEADERSHIP AND STRUCTURES	
Are the department or program leaders engaged and supportive of this work? Are there structures such as an associate chair or a dedicated committee(s) to steward or lead the work?	
What and where are the sources of power within the department/program? How can you align them with this work?	
How can you include “assigned leadership” and “emergent leadership” in the planning and conducting of the revision work?	
What processes and procedures within the program exist to support the work? Are any new ones needed? Are there any structural obstacles, with the department or the institution?	
Do you have resources needed? Is there local expertise or support that could assist your work and consult with or be part of your team?	
PARTICIPATORY AND INCLUSIVE PROCESS	
Who are the stakeholders in the revision work? How will you incorporate their input? (Stakeholders may include faculty of differing ranks and status, staff, students, alumni, and/or external experts)	
How can you design/facilitate meetings and events so that all feel welcome and are able to contribute?	
How will you make the work transparent and accessible to everyone in the department/program? How will you communicate progress?	
How will you make the revision work be an iterative process that seeks and incorporates feedback at each stage?	
MANAGEABLE GOALS AND TIMELINES	
Can you articulate specific goals for this revision that are realistic and achievable given your specific situation and timeline? Can the goal(s) be broken down into manageable steps?	
Are there other departmental/institutional priorities, internal/external factors that could interfere with efforts to undertake revision at this time? How will you factor them into your planning?	
What competing priorities might you need to either delay or attend to first to increase the likelihood of success of the revision work?	
What will need to be done to keep the project timeline on track? What short-term and long-term scheduling needs to be done in order to ensure that all parties are available for meetings and events?	