



# Adoption Toolkit - Change Management That Sticks

## Practical Tools to Keep Habits in Place While You Scale

### 1. Sponsor Map

**Purpose:** Clarify who supports, influences, or blocks adoption across the store or region.

**Template Fields:**

- Sponsor Name
- Role
- Influence Level (High / Medium / Low)
- Support Level (High / Medium / Low)
- What They Care About
- How to Engage Them
- Notes

**How to Use:**

Identify three to five key sponsors who help reinforce redeployment, the weekly loop, and the new flow created by automation.

Sponsor Name	Role	Influence	Support	Notes
		High/ Med/ Low	High/ Med/ Low	What they care about/ How to engage



## 2. Stakeholder Heat Map

**Purpose:** Visualize support vs. resistance early in the rollout.

**Grid Layout:**

Columns: High Support, Medium Support, Low Support

Rows: High Influence, Medium Influence, Low Influence

**Instructions:**

Place each stakeholder in the grid based on real behavior, not assumptions.

Review weekly during the pilot.

**Influence × Support Grid**

	High Support	Medium Support	Low Support
High Influence			
Medium Influence			
Low Influence			



3. Risk Log

**Purpose:** Track risks that could slow or derail adoption.

**Template Fields:**

- Risk Description
- Probability (High / Medium / Low)
- Impact (High / Medium / Low)
- Owner
- Mitigation Plan
- Status (Open / In Progress / Resolved)

**Typical risks:**

- Prep windows slipping
- Portion drift
- FOH pacing not followed
- Expo congestion
- Staff uncertainty about the weekly bet
- Manager turnover

Risk Description	Probability	Impact	Owner	Mitigation Plan	Status
	High/ Med/Low	High/ Med/Low			Open/ In Progress / Resolved

## 4. Adoption Checks

**Purpose:** Evaluate whether habits are sticking.

**Weekly Check Prompts:** Repeat every Friday.

**Mark each item:** Yes / Partially / Not Yet

- ☐ The weekly bets were clear to the team
- ☐ Regained hours were used as planned
- ☐ Daily huddles were completed
- ☐ Attach, RevPASH, or portion variance improved
- ☐ Bottlenecks were corrected quickly
- ☐ No repeating issues surfaced

**Notes**

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## 5. Habit Stabilizers

**Purpose:** Tools and behaviors that anchor the new rhythm.

**Mark each item:** Yes / No

- ☐ One-minute huddle held before every shift
- ☐ Weekly bet visible at expo or FOH
- ☐ One observation captured each shift
- ☐ Standard handoff language used
- ☐ Prep windows completed on time
- ☐ FOH pacing rules followed

**Notes**

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These behaviors become non-negotiables during the first 30 days.



## 6. Scale Checklist

**Purpose:** Confirm a store is ready to scale the program to additional locations.

### Scale Readiness Checklist:

Mark each item: Yes / No

- ☐ Weekly bets completed for four consecutive weeks
- ☐ Portion variance improving
- ☐ Attach rate stable or improving
- ☐ Expo and runner flow consistent
- ☐ Prep windows on time at least 80 percent
- ☐ Managers trained on the weekly loop
- ☐ KPI wallboard updated weekly
- ☐ Sponsor map refreshed
- ☐ Risk log current
- ☐ No open high-impact risks

### Overall Status:

Ready to Scale \_\_\_\_ Not Ready \_\_\_\_

### Notes

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If eight of ten items are met, the store is ready for multi-store rollout.