**Force Field Analysis (adapted from** [**www.mindtools.com**](http://www.mindtools.com)**)**

Force Field Analysis is a useful technique for examining the forces for and against a decision. In effect, it is a specialised method of weighing pros and cons.

By carrying out a force field analysis you can plan to strengthen the forces supporting a decision, and reduce the impact of those opposing it.

A worked example is given below based on the introduction of a new IT system.

**Forces for change + Forces against change -**

Staff worried about the impact on jobs

Improve the speed of administration

Weight and score the various pros and cons where 1 is weak and 5 is strong.

**-3**

**-1**

**-1**

**+2**

**+1**

**+3**

Plan:

Implement a new IT system for invoice processing

Cost of implementation and training

Control administration costs

Disruption in the workplace and ‘downtime’

Invest more time in front line delivery

**+6 Totals -5**

Carrying out this type of analysis **before** you embark on a project, can help you reach a decision as to whether to go ahead or not. In this example it looks as if the forces for the project outweigh the forces against.

Carrying out an analysis **during** implementation, will give you an idea of where to focus your efforts. In this example, it looks like a focus on reassuring people about the impact on their jobs will make the biggest difference to the success of the project.