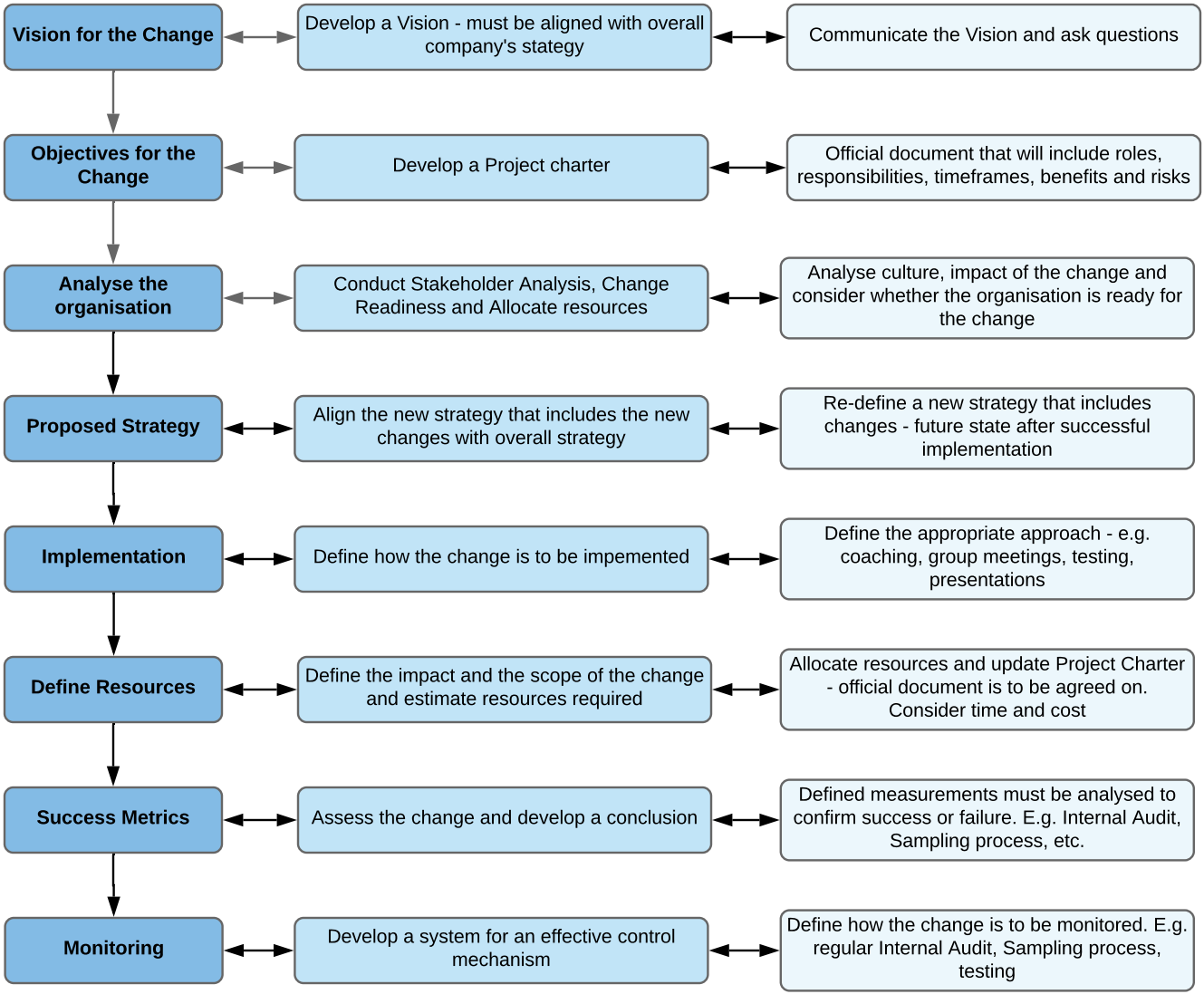
Vision for the Change
Develop a Vision - must be aligned with overall company's stategy
Communicate the Vision and ask questions
Objectives for the Change
Develop a Project charter
Official document that will include roles, responsibilities, timeframes, benefits and risks
Analyse the organisation
Conduct Stakeholder Analysis, Change Readiness and Allocate resources
Analyse culture, impact of the change and consider whether the organisation is ready for the change
Proposed Strategy
Align the new strategy that includes the new changes with overall strategy
Re-define a new strategy that includes changes - future state after successful implementation
Implementation
Define how the change is to be impemented
Define the appropriate approach - e.g. coaching, group meetings, testing, presentations
Define Resources
Define the impact and the scope of the change and estimate resources required
Allocate resources and update Project Charter - official document is to be agreed on. Consider time and cost
Success Metrics
Assess the change and develop a conclusion
Defined measurements must be analysed to confirm success or failure. E.g. Internal Audit, Sampling process, etc.
Monitoring
Develop a system for an effective control mechanism
Define how the change is to be monitored. E.g. regular Internal Audit, Sampling process, testing