



**I. INTRODUCTION**

**A. Background**

The Organizational Change Management (hereinafter to be referred to as this “Plan”) is considered as the best approach to turn to when a company, business entity or an organization, along with its people desires to transition from their current state to a brand new state. It can likewise be viewed as a report that frames the approach to deal with sorting out and directing change all through the entire span of the of the project and for the company’s transformation to an undaunted operational business. Created and developed with great consideration to different points of view such as the cultural and environmental factors within the [SPECIFY THE FULL AND COMPLETE NAME OF THE COMPANY OR BUSINESS ENTITY] (hereinafter to be referred to as the “Company”) and other influencing elements that could impact change, this Organizational Change Management Plan, if managed thoroughly, shall most likely be of great assistance in the organizational operation of the Company.

Enclosed in this Plan are the documents that shall stimulate the usual operational activities of the Company. Similar reports shall be created, developed and undertaken in congruity with this Plan. The assignments and exercises basically gained from this Plan are broadly embedded into the [SPECIFY THE NAME OF PROJECT OF THE COMPANY] (hereinafter to be referred to as the “Company Project”) and shall run in harmony with other undertaking exercises for the entire duration of the Company Project as well as into the post-implementation review period.

**B. Significance of the Organizational Change Management Plan**

Through this Plan, the Company can speed up noticeable execution and imagine better outcomes through viable change management. Organizational change in a company is fundamental in light of the fact that:

1. The change shall be of incredible help with a specific end goal to help the Company in the reception of another answer to be utilized in the transition to a newer state;

2. It shall help the Company in accomplishing first class benefits that can be accomplished on account of another change in the business procedure including the usage of new innovation; and

3. [PROVIDE OTHER IMPORTANCE OF THE CHANGE].

**C. Purpose of the Organizational Change Management Plan**

This Plan validates and binds the data essentially required to deal with any adjustment in the venture within its entire term viably and proficiently. This be materialized during the [SPECIFY THE PHASE OF THE PROJECT DURING WHICH THE PLAN SHALL MATERIALIZE] of the project of the Company. This Plan shall be intended for the key personnel of the Company Project namely the [SPECIFY THE RELEVANT KEY PERSONNELS OF THE COMPANY PROJECT], including those who may be required to carry out the plan in order to guide these key personnel in their intention towards the transition of the Company.

**D. Goals of the Organizational Change Management Plan**

The overall goals of this Plan is to increase the Company’s return on investment by increasing the:

**1. Benefits of the Organizational Change Management Plan in the project of the Company**

* The application or function of the Change in the new state of the Company;
* The aptitude or ability to incorporate the Change in to the work environment of the Company;
* The speed of reception of the Company in relation to the Change made; and
* [SPECIFY OTHER BENEFITS OF THE ORGANIZATIONAL CHANGE MANAGEMENT PLAN].

**2. Modification of the Principles in the Company**

The accompanying are the imperative standards on which this Plan has been based:

* The Company Project change activities shall be distinct and actionable and shall run alongside with the other project activities of the Company;
* Support to the team shall be conveyed through a blending in communications, training and education;
* The Company Project must follow a structured approach to superintending change to guarantee that (a) communication is consistent, (b) confusion is minimized, (c) the team understand what is expected of them in terms of preparing for the use of the new solution, and (d) change activities are executed in an outlined and logical aspect; and
* In order for the Change to be effective, the Organizational Change in the Company must be effected in every level of the business operations and the change must be circulated to all the employees of the team from the managerial levels to line staffs.

**II. CASE FOR ORGANIZATIONAL CHANGE MANAGEMENT**

This Plan embraces all the activities aimed at helping the Company keeping in mind the end goal to effectively acknowledge and receive new systems and new means to serve its clients and patrons. Viable change management empowers the transformation fundamentally of the totality of the project, its people, process and even the strategy. To upgrade the conduct and make sure to have a continuous improvement in the environment of the Company, the Change must be effected successfully. A structured and extensive way is of sound importance to the organizational change management for its success.

Effective Organizational Change Management can positively impact achieving project outcomes, the project shall always stay both on schedule and on budget. It guarantees that all all personnel affected by the change get support to enable them to deal with the change.

**A. Risk and Hazard Assessment**

Prior to any utilization of Change in the venture of one's Company, surveying the risk and hazard should firstly be completed in order to [SPECIFY THE CONTROLLING REASON AS TO WHY THE ASSESSMENT MUST BE COMPLETED FIRST]. [SPECIFY ADDITIONAL INFORMATION REGARDING THE RISK AND HAZARD ASSESSMENT]. Beneath is the table showing the data to be completed in an assessment of risks and hazards.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Occurrence of Risk and Hazard** | **Description of Risk or Hazard** | **Low/****Medium/****High** | **Mitigation Action** | **Acknowledgement of the Commencement** | **Commencement****Date** |
| [SPECIFY THE NAME OF RISK AND HAZARD] | [PROVIDE BRIEF DESCRIPTION OF THE RISK OR HAZARD]  | [SPECIFY THE DEGREE OF RISK OR HAZARD] | [SPECIFY ACTION ON HOW TO LESSEN THE RISK OR HAZARD] | [SPECIFY AS TO WHEN THE ORGANIZATION ACKNOWLEDGES THE RISK OR HAZARD] | [PROVIDE THE DATE AS TO WHEN THE MITIGATION SHOULD BE EFFECTED] |

**III. METHODOLOGY FOR THE CHANGE**

Recognizing the levels of participation of team member involved in the change process allows the Company to ensure that a wide variety of interests are being considered. This assessment of the change at each of the participation levels shall furnish the Company with valuable information as to how members may react to the change as well as whether the Company need to engage the other members - attracting and holding their understanding and advocacy. The following are the stages of the Change:

**A. Design and Interpret**

 In this stage, the Company must:

1. Inform the team members.

2. Convey the duration of the project, the proposed audience, and the structure to be completed.

3. Disclose to the team members of the Company as to where they can get the data about the change.

4. Clarify to the members the objectives, goals, purpose, and rationale for the change of the project.

5. Explain the benefits and advantages of the change.

**B. Design the Change**

In this stage, the Company must:

1. Inform the team members as to how they shall work with the new changes.

2. Convey system and business changes using the plan.

3. Advise members of the training to be equipped.

4. Explain to the members the impact of the change to their role.

**C. Enhance and Assess the Change**

In this stage, the Company must:

1. Notify the members about the implementation of the change in the near future.

2. Communicate all activities planned along with the Change.

3. Convey to the members the duration for the training of the change.

4. Disclose any changes in the process of the business operation.

5. Give details as to how the change shall be procured.

6. Elucidate the details as to how to use the change in their individual jobs and roles in the Company.

**D. Final Utilization and Shift to the New Change**

In this final stage, the Company must:

1. Inform the members of the breakthrough of the project.

2. Disclose any resolutions and issues that may affect the project of the Company.

3. Communicate to the members the continuing process of the Change.

4. Adjust the Company in order to be in line with the change.

5. Give details with regard to the benefits of the Change in the Company.

6. Implement the new system for use in the project of the Company.

7. Make sure to check the flow of the new change in the project.

**IV. PILLARS OF AN OUTSTANDING ORGANIZATIONAL CHANGE MANAGEMENT PLAN**

The following are the pillars of an outstanding Organizational Change Management Plan:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **PRIMARY GOAL** | **SECONDARY GOAL/S** | **GUIDING PRINCIPLE/S** | **DEVELOPMENT** | **COMMUNICATION DISTRIBUTION** |
| **COMMUNICATION PLAN** | [SPECIFY] | [SPECIFY] | [SPECIFY] | [SPECIFY] | [SPECIFY] |
| **SPONSORSHIP ROADMAP** |  |  |  |  |  |
| **COACHING PLAN** |  |  |  |  |  |
| **TRAINING PLAN** |  |  |  |  |  |
| **RESISTANCE MANAGEMENT PLAN** |  |  |  |  |  |