Appendix A - Structural Change Management

Example Change Management Plan

**Date**:

# Background

[Include description to background of change]

# Rationale for restructure

The changes to structure are being implemented to enhance the organisation’s capacity to meet business outcomes and deliverables.

[Include any further detail on rationale]

# Sequence of events

| Event | Timeframe |
| --- | --- |
| **Stage 1 - Design** |  |
| * Draft structure believed to best deliver organisational outcomes
* Detail organisational chart
* Draft change management plan and processes
 |  |
| **Stage 2 - Deliver** |  |
| * Manager–employee meetings
	+ manager confirms each employee’s position status (substantive position and level)
* Divisional debrief
* Organisational chart distributed
* Staff briefing to outline organisational structure
* Change management group meetings commence
* Review and progress report
 |  |

|  |  |
| --- | --- |
| Event | Timeframe |
| **Stage 3 - Dialogue** |  |
| * Staff encouraged to discuss and offer opinions to their director, manager, HR and/or colleagues
* Directors meet staff confirmed to be affected (individually or in groups)
* HR available to meet with any staff or manager to provide assistance or information (one-on-one, branch or divisional)
* Meetings/forums discuss proposed structure
* Feedback welcomed and considered in determining final structure
* Based on the consultations, final structure presented at all-staff briefing
* Review and progress report
 |  |
| **Stage 4 - Do** |  |
| * Discuss Senior positions with PSC (Workforce Performance Directorate)
* HR receives classification request/s
* Classification recommendation completed and endorsed
* New structure implemented
* Positions filled
* Review and progress report
 |  |
| **Stage 5 - Evaluation** |  |
| * Series of evaluations throughout the process and on completion of plan
* Evaluation findings collated and final report published
* CEO closes project
 |  |

The completion and commencement of each phase will be communicated to all staff. Staff will be notified of the details of the phase completed and the phases to follow. Updates or additional information should be provided as appropriate.