

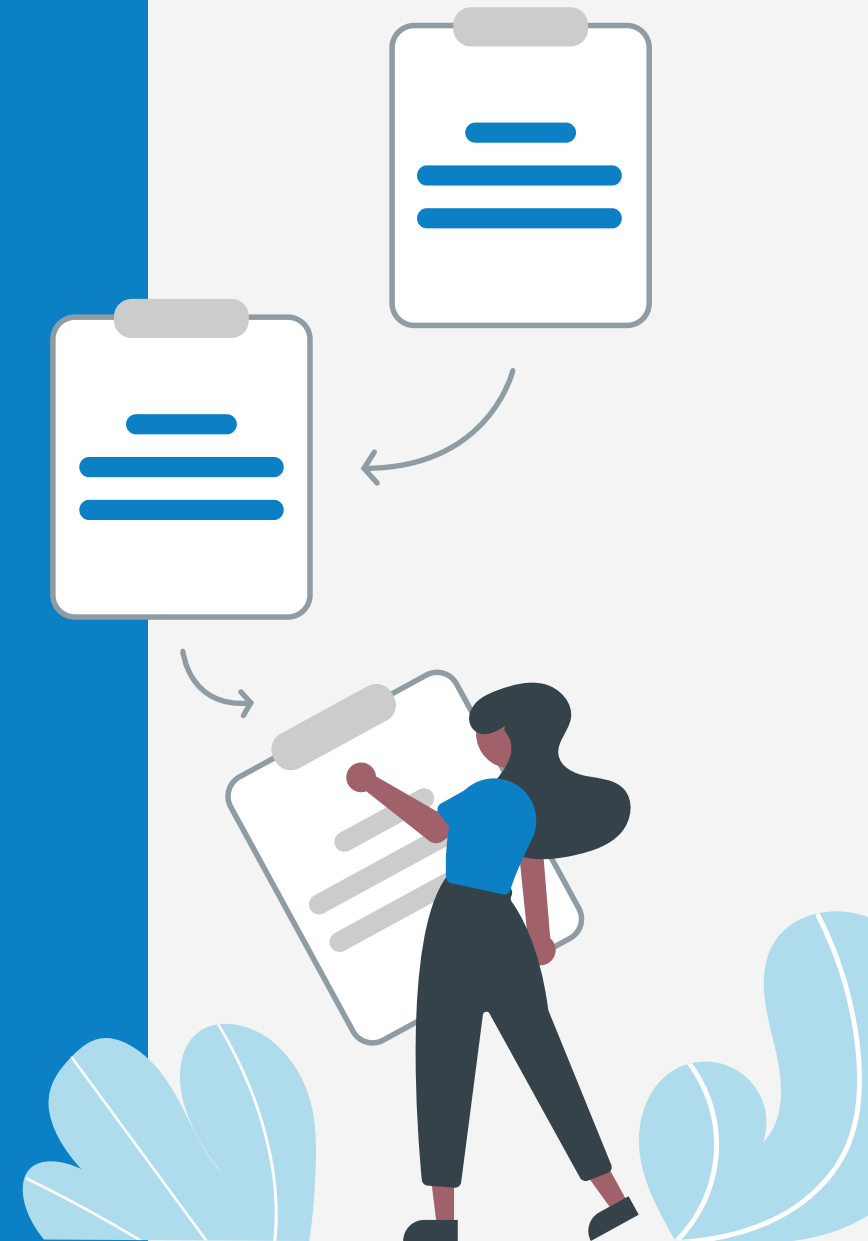
Change management interactive timeline →

A resource from
Accelerate - For Executive Leaders

This 12-point interactive timeline provides practical guidance for those implementing change in their organisations. Once a sound business case for change has been made, and its scope and objectives have been clearly defined, leaders should use this timeline as a first step to help them start planning how to execute the change process.

*Drawn from the Chartered Management Institute's Change Process tool

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Change management timeline



1 Agree on the implementation plan

Set a clear strategy based on agreed objectives and decide on how to accomplish them. Is this top-down, bottom-up, or a mix of both?

2 Agree on the time frames

Set a date to commence the change process and time span for implementation.

3 Draw up detailed implementation plans

Plan the actions of each divisional or departmental head in line with the strategy and timeframe just set.

4 Set up team of change champions

Create a list of key stakeholders to communicate the benefits of the change in their own parts of the organisation.

NOTES

Change management timeline



5 Establish good program management practices

Keep objectives in mind, set milestones and monitor progress to keep the program on schedule and on budget.



6 Communicate clearly

Decide at the start of the change process on the aims, approach and audiences for all your regular communications.



7 Personalise the case for change

Ensure that you can present the case for change that spells out what it means not just for the organisation but also for each individual employee.



8 Be prepared for conflict and manage it effectively

Create a plan to address any instances of conflict swiftly and try to glean lessons from each conflict situation.

NOTES

Change management timeline



9 Motivate your staff

Conduct activities that will help inspire your staff. Actively recognise their efforts in supporting the change.

10 Develop skills

Support upskilling activities by setting out plans to train your staff on any new technology, systems or processes.

11 Maintain momentum

Watch out for signs that initial enthusiasm is flagging and develop strategies to create a sense of purpose and urgency and give fresh impetus.

12 Monitor and evaluate

Review the results of the change program against the goals and milestones established in the original plan. Re-design measures that aren't consistent with the vision.

NOTES

Found this resource helpful?

To find out more about the Institute of Managers and Leaders management and leadership courses, click the 'learn more' button below.

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