

## START ASSESSMENT & READINESS

Introduction and interviews Pre-positioning  
Questionnaires  
Review of previous programs/training  
Focus Interviews with key personnel  
Start communication (Communication Plan)  
Encourage feedback from lower level  
Cross functional Team Selection  
Team set-up & initial meeting  
\*Change process approach  
Review plan & schedule  
Initial buy in (temperature)  
Expected barriers  
Case study of other changes  
Time management  
Baseline of change (review of organization diagnostics)  
Establish "War Room"  
Executive Go-ahead

## START MOBILIZATION

Kick-off meeting  
Meeting Effectiveness  
\*Profiles of Leadership (Senior executives and key personnel)  
    Personality and leadership types  
Vision Development  
\* Setting Business Strategy - planning  
    Top - down mobilization  
Communicate Highlight Successes!!!  
\*Quality/Change introduction  
Functional team set-up & initial training  
Define critical processes  
Model Development  
    Sales  
    Engineering  
    Management decisions  
    Organization structure  
    Reward system  
Increasing awareness  
\*Penultimate Team Building Exercise  
\*Overcoming Barriers to Change  
\*Empowerment  
Delegating and Supervising  
Expected barriers & assessment  
Process modeling & Improvement training  
Facilitation training  
Temperature (quick survey)  
Cross-functional team interviews  
Executive Go-ahead

## START ANALYSIS AND DESIGN

Goal Setting  
Develop goals  
Communications review  
Develop requirements  
Planning  
Training  
Tracking and measurement (metrics, key indicators)  
Reward systems  
Organization structure  
Feedback from all levels  
As-is modeling  
Review  
Communicate  
Resurvey and analysis (quick temperature)  
Define opportunities  
Cost-value analysis  
Expected barriers  
Should be modeling  
Match key indicators to new process  
Define roles and responsibilities  
Delegating and supervising  
Communicate  
Executive Go-ahead

## START IMPLEMENTATION

Select pilot project/program/product  
Develop implementation plans  
Project management  
Management skills  
Detailed plans  
Roles and responsibilities  
HWIKIWISI (How will I know it when I see it)  
Identify Barriers  
Technical  
Cost  
Schedule  
Personal  
\*Overcoming Barriers  
\*Subpersonalities  
Turning negatives to positive  
\*Corporate subpersonalities  
Pilot project or program  
Building group & Interpersonal relations  
Expected barriers  
Executive Go-ahead

## START MIGRATION

Resurvey and analysis

Measure results

Synthesis

Broadcasting

Interpersonal relations

Process in review

Develop potentials

Next steps.....