

1-Day – Introduction to Planning & Implementing Change (PIC)

Description

As business change is the only constant, managing change efforts and integrating them into other important work has become vital. To coordinate large and small projects across multiple improvement dimensions requires effective planning and implementation. Time-critical, important change efforts can be planned and executed by using the principles of change management, project management and program management.

This course provides an overview of a framework for managing change. It also identifies tools and actions to address specific planning and implementation issues facing change projects.

Objectives

- Improve the success of business change efforts: results, cost, and duration.
- Learn how to apply the principles of change management, project management and program management to business improvements.
- Understand the four dimensions of Change, and how they relate.
- Clarify the roles of Leading, Managing and Communicating in times of change.

Who Will Benefit

- Sponsors and leaders of projects for: business process improvement, organizational restructuring, new information systems, or facility realignment, expansion or re-arrangement
- Leaders of Lean, Six Sigma and Operational Excellence programs.

Timing

Duration: 1 day

Start: 8:00
AM Break: 10:30
Lunch: 12:00 – 1:00
PM Breaks: 2:15 & 3:45
Adjourn: 5:00

Course Outline

A. OVERVIEW OF CHANGE

- The Components of Managing Change
- Leading
- Planning and implementing
- Communicating

B. THE CHANGE FORMULA

- Need for Change
- Vision of the Future
- Steps to Achieve
- Resistance to Change

C. PROJECT MANAGEMENT

- Definition: Scope, Schedule, Resources
- Process: Define, Plan, Setup, Execute, Close
- Concepts: Work package and WBS
- Roles, Responsibilities and Rules of the Road
- Communication

D. PROGRAM MANAGEMENT

- Organizational approach
- Plan
- Plan/Track/Report
- Metrics
- Process Interface
- The Commitment Document

E. FRAMEWORK FOR PLANNING AND IMPLEMENTING CHANGE

- Plan of Organization
- Process Interface
- PIC Plan
- Metrics
- Plan/Track/Report

F. FOUR DIMENSIONS OF IMPLEMENTING CHANGE

- Process and practice
- People and Organization
- Information Systems
- Facilities

THIS COURSE IS ALSO AVAILABLE IN A 2-DAY FORMAT, WITH DAY 2 SPENT WORKING WITH YOUR TEAM ON APPLICATION TO ONE OF YOUR PROJECTS.