

Change Management Worksheet

What is the timeline for this change?

The timeline for this change is six months.

What are the goals of this change?

This change aims to improve communication and efficiency within the company and reduce costs.

What are the benefits of this change?

The benefits of this change include improved communication and efficiency within the company and reduced costs.

What are the risks associated with this change?

There is a risk that employees will resist the change, which could lead to decreased productivity. There is also a risk that they will not implement the new system correctly, which could lead to further problems.

Who are the people involved in this change?

Name: Stewart Choi
Position: Head Manager
Role in Change: Foresee and manage the change process

Name: Rachelle Lim
Position: Change Specialist
Role in Change: Plan and execute the change process



Plan Development

Assigned to:
Rachelle Lim

- Developed a change management plan that specialists will use to guide the company through the change process. This plan includes identifying the goals, risks associated with the change, benefits, a timeline for the change, and people involved.
- Created a communications plan to ensure that all employees know the change and understand what is expected of them.

Assigned to:
Stewart Choi

- Developed a training plan to ensure all employees were adequately trained on the new system.
- Created a monitoring and evaluation plan to track the progress of the change and identify any areas that need improvement.

KPIs Used To Measure Success

- The number of employees who are trained on the new system
- The number of employees who are using the new system
- The number of employees who are resistant to the change
- The amount of time it takes for employees to adjust to the new system
- The number of errors made while using the new system

Specific Notes for This Change

- This change is to be implemented over six months.
- All employees must be aware of the change and understand its expectations.
- Specialists must implement a training plan to ensure that all employees are appropriately trained on the new system.
- Change managers must put a monitoring and evaluation plan in place.

Report On Change Management

**North Carolina State Board of Public
Welfare**



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Best Practices in Change Management 11th Edition Karen Ball, Tim Creasey, Kent Ganvik, Emily Hazelton, Lisa Kempton, Robert Stise, Josh Garside, Sue Emond, 2020-09-14 Apply best practices research to the changes in your organization to optimize your change management approach and achieve results As the most comprehensive body of knowledge on change management Best Practices in Change Management gives you the access to benchmarks and best practices you need to be effective Since 1998 Prosci has conducted research with more than 8 100 change leaders The eleventh edition of Best Practices in Change Management presents data from the 2019 study which surveyed 1863 project leaders and change practitioners representing organizations from 85 countries The edition combines the findings from the 2019 study with findings from previous studies conducted in 1998 2000 2003 2005 2007 2009 2011 2013 2015 and 2017 to form this exhaustive compendium of benchmarking findings Participants revealed the factors that contributed to their project success what they would do differently on their next change project how they integrated change management in their organizations and how they built an enterprise wide change management capability Compare your efforts to these benchmarks and apply best practices in your own change management work

Housing and Planning References, 1976 *Integrated IT Project Management* Kenneth R. Bainey, 2004 Annotation Integrated IT Project Management A Model Centric Approach utilizes practical applications of real world policies roles and responsibilities templates process flows and checklists for each of these three component processes It shows how such processes ensure optimum utilization of people process and technology resources during the management and delivery of IT projects The book provides insight into the key components of the Rational Unified Process from IBM Rational Corporation and the Project Management Body of knowledge PMBOK from the Project Management Institute PMI illustrating how they work together and align based on industry processing standards

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Microsoft System Center Enterprise Suite Unleashed Chris Amaris,Tyson Kopczynski,Alec Minty,Rand Morimoto,2010-04-09 Microsoft System Center Enterprise Suite Unleashed is the first and only definitive real world guide to the entire Microsoft System Center Enterprise Suite It brings together tips tricks best practices and lessons learned by top consultants who ve deployed System Center in some of the world s largest enterprises and most successful small businesses Drawing on years of early adopter and production experience Rand Morimoto Chris Amaris and their team cover the entire System Center lifecycle and its components for system configuration operations management data protection virtual machine management help desk support change management asset control capacity planning and mobile device management You ll learn about individual components and how to integrate them to build automated exceptionally efficient managed environments For smaller businesses the book also presents Microsoft s streamlined lower cost IT management offering System Center Essentials 2010 Use System Center Configuration Manager 2007 to image update manage and support servers and clients Proactively monitor your systems to identify and fix problems before they fail Use System Center Data Protection Manager 2010 to provide reliable timely backup recovery Implement and manage all aspects of virtualization including virtual guest sessions on both Microsoft Hyper V and VMware Make the most of System Center Service Manager 2010 s integrated tools for managing help desks incidents assets and changes Use System Center Capacity Planner to properly size procure and deploy new systems Remotely track secure patch update and support mobile devices with System Center Mobile Device Manager Simplify small business IT management with System Center Essentials 2010 s wizards and auto configuration components

DB2 Administration Solution Pack for z/OS: Streamlining DB2 for z/OS Database Administration Paolo Bruni,Tom Crocker,Elaine Morelli,Richard Schaufuss,IBM Redbooks,2013-08-27 IBM DB2 tools for z OS support and exploit the most current versions of DB2 for z OS These tools are integral for the administration of the DB2 for z OS environment and optimization of data performance DB2 Administration Solution Pack for z OS V1 1 5697 DAM offers features functions and processes that database administrators DBAs can use to more effectively and efficiently manage DB2 environments DB2 Administration Solution Pack for z OS is composed of the following tools IBM DB2 Administration Tool for z OS IBM DB2 Object Comparison Tool for z OS IBM InfoSphere Optim™ Configuration Manager for DB2 for z OS IBM DB2

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Cooperative Management of Enterprise Networks Pradeep Kumar Ray,2000-05-31 Enterprises all over the world are experiencing a rapid development of networked computing for applications that are required for the daily survival of an organization Client server computing offers great potential for cost effective networked computing However many organizations have now learned that the cost of maintenance and support of these networked distributed systems far exceeds the cost of buying them Computer Supported Creative Work CSCW is the new evolving area that promotes the understanding of business processes and relevant communication technologies Cooperative Management of Enterprise Networks uses CSCW as the medium for conveying ideas on the integration of business processes with network and systems management This book will be useful for systems management professionals wishing to know about business process integration business managers wishing to integrate their tasks with network systems management software system developers wishing to adopt

participatory design practices and students and researchers

Corporation Federal Home Loan Mortgage Corporation,2003

Report of the Federal Home Loan Mortgage Corporation ISACA,2012 This publication complements COBIT 5 and contains a detailed reference guide to the processes defined in the COBIT 5 process reference model

The Shortcut Guide to Improving IT Service Support Through ITIL Realtimepublishers.com,2007

Securing Windows NT/2000 Michael A. Simonyi,2002-04-29 In today s business environment it is no longer safe to conduct any business on the Internet without first protecting it Small medium and large corporations require a massive dose of security to protect themselves and their digital assets from unwanted intruders A managerial guide and practical technical tutorial

Securing Windows NT 2000 From

Certified PM2 Foundation by PM2 GROUP Courseware Laurent Kummer,2022-08-31 In this courseware you will not only learn the ropes about a very efficient and light methodology you will also be exposed to a positive philosophy of good project management practice focused on delivering value to citizens following sustainable principles and ethics The material is articulated around three objectives Giving you an overview of PM2 in the context of general project management Teaching you the fundamentals of PM2 in preparation or the Foundation Certification exam Helping you concretely manage projects by discussing general project management techniques and putting them in the context of PM2 To this effect you will see that the various pages of this courseware have been coded accordingly The reach of PM2 on the European landscape has been exponential in the past few years since its original release to the public in 2016 The demand for an official syllabus from the European Commission to structure good qualitative certification has finally been answered and the courseware you have in hand is the first to adhere strictly to this syllabus Consequently you have all the chances to pass the exam get certified and be globally recognized as a PM2 Project Manager

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Managing Projects for Success Albert Hamilton,2001 The influences of modern technology and competitive environments have a direct impact on the outcomes of projects irrespective of project type This text is a response to the growing need for better management which many people find necessary when leading or working within teams or groups undertaking a project Increasingly people in a working environment are engaged in organised practices and utilising resources facing the challenge of having to meet or better predetermined cost budgets and strict timetables The fact that most work is organised into programs or singular projects means that people require increasing guidance in project management

ITIL® Intermediate Release, Control and Validation Courseware Pelle Rastock,2017-03-24 ITIL Intermediate Release Control and Validation 4 days The four courses in Service Capability is aimed at students who need deep knowledge of the processes and the roles of ITIL Service Lifecycle covered in the course but the primary focus is on processes functions roles and activities of its application and use by lifecycle The courses within the Service Capability is role based modules each with a separate certification Each course includes a grouping of processes and roles within ITIL is intended to give participants a specific knowledge of the practice and application related to the daily

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