# CHANGE MANAGEMENT – Change in five steps



The time you are willing to invest in the beginning pays off in the end!

A process designed to meet you specific requirements supports setting up and controlling your change project adequately and focusing on your project target – in five steps!



#### AS IS ANALYSIS - UNDERSTANDING THE SCOPE

Together we analyse the initial situation and clarify the scope. The context in which the change takes place becomes transparent and the necessary project set up gets clear. This clarification process may take place in a conceptual workshop. My part is to take care of the process and provide methodical support. You are the owner of the content!



#### MANAGEMENT OF PARTICIPATION

The success of a change project rises with the degree of the stakeholder involvement at an early stage. I support the active dialogue with the change topics, organize the collaboration process and together we work on a participation and communication plan. Possible methods are stakeholder analysis, standardized interviews or polls and development of vision scenarios.



### WORKSHOPS TO SUBJECTS OF CHANGE

In workshops we collect all relevant subjects using different interactive methods and sources. The participants are already getting the possibility to actively deal with the new situation and first sub projects are developed. The willingness to participate rises! This storage tank of all topics is input to the development of the change architecture.



## DEVELOPMENT AND IMPLEMENTATION

Based on the storage tank I work with you on first solution scenarios and develop a step by step roadmap. Based on your input I consider interfaces to other functional and organizational areas and integrate the change roadmap into the overall project plan. You can always influence speed and intensity of the change considering the progress of the actual process.



#### REFLECTION AND QUALITY ASSURANCE

We reflect the progress of the achievements continuously to adapt the further steps where necessary. For quality assurance I support you to set up guidelines and a clear process to hand over to the line organization.

In a post mortem workshop we review the success and sustainability of the change. I am happy to support you with organizing a closing event to celebrate the success of your change project together with your team.