

Managing Change

& Transferring Ownership ▶▶▶

The Initiative Action Plan

Any initiative an organization attempts to accomplish, needs to follow this process before the organization adopts the initiative. The goal is that all impacted team members agree to the basic effort before the plan is initiated.

What Are We Doing?

This requires a brief description of what outcome(s) you are trying to achieve.

Why Are We Doing This?

Understanding the “Why” is critical - everyone needs to see the “Why”. A second way to define this is “What **Problem** are we solving?”

When Are We Doing This?

Many times this will become a phased-in description. Phase one - Phase two - etc...]

Where Are We Doing This?

Defining where the initiative is focused, including implications for different parts of the organization, impacting different people.

Who Is Involved In Doing This?

By listing all of the individuals that are involved in the initiative, you insure that everyone has to understand their role in the initiative. All individuals listed need to sign off on the project. This process ensures you never say, "I thought we talked about this?"

How Are We Doing This?

This is a brief description of the sequence of steps projected to have a successful execution of the Initiative.