

TOOL DESCRIPTION

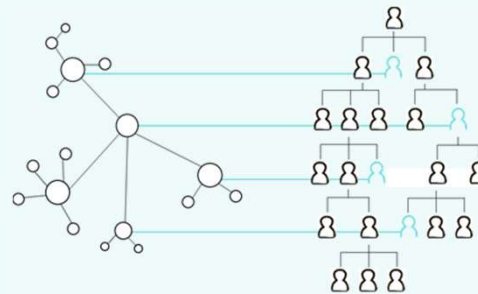
Change Initiative Set-up



Use the Change Initiative Set-up to install a second operating system to support your change.

Transformation processes are often experienced as a threat by organizational members, as central elements such as processes, roles, structures or even meeting structures are altered to prepare the organization to meet future challenges. Therefore, special attention must be paid to the connectivity and feasibility of results. In addition to the first dominant operating system, a second more agile network structure is strategically used.

This second structure enables intrinsically motivated people who fully support the change purpose to establish a force field and gather the necessary energy to achieve the upcoming transformation initiatives:



Still, the second operating system needs to be well-connected to the first so that it doesn't run out of energy or develop in the wrong direction. One of the prerequisites for this is to ensure that enough "influential people" in the existing system support the new one. Additionally, clearly planned communication structures are needed to link one operating system to the other. The leadership legitimizes and supports the commitment to the second operating system, ensuring transparency and celebrating success.

Please use the form on the following page to define your second operating system.

Change Initiative Set-up | Template

Roles	Who?	What? How? (e.g. meeting frequency, duration)
Sponsor Supports the transformation from a top management perspective. Sets the basic course of the process and provides resources. Manages progress and approves results.		
Transformation process manager Is responsible for the management of all measures and project teams. Sets methodology and standards. Orchestrates collaboration and communication between all groups (e.g., Top Management, Steering group, Topic teams).		
Steering group Represents the affected organizational units. Committed to jointly contributing to the process success. Is regularly informed about goals, plans and progress. Manages change priorities and ensures decisions on interim and final results.		
Topic teams Carry out the process at the operational level. Ensure that required diagnostic and conceptual work is performed. Prepare decision documents.		
Sounding board Relevant stakeholders discuss interim results, offer feedback and contribute ideas. Means to anchor the project on a broader level.		
Internal and external change consultants Are experts in change processes and change tools. Support management with its responsibility for the change. Develop a change roadmap and communication. Sparring partner for management and transformation process manager. Coach for topic teams. Facilitate workshops, diagnoses, development and decisionmaking processes.		
Stakeholders such as employees, managers ... Are involved in diagnoses, concept and implementation work. Are updated regularly on change activities. Give feedback on change process and content.		