

Worksheet: Planning for Implementation

1. Create the Change Plan

- Given the change your organization is implementing, what major areas do you need to think about to accomplish the blueprint and align the infrastructure?

- What activities and subactivities are needed in each of these major areas to implement the blueprint and align the systems? Who will be responsible for each major activity or subactivity?

- How long will each activity or subactivity take? What people and other resources will be needed to accomplish each activity or subactivity?

- In what sequence should the activities and subactivities happen? Where do you need to build in extra time? What are some milestones or major implementation events?

- What is the cost estimate for each activity and subactivity? What assumptions and constraints have you used in your estimates? How will you handle cost variances?

- How will you monitor the progress of the change?

2. Establish the Implementation Management Structure

- What groups are needed to oversee the detailed planning and implementation of the design?

- What will the project management structure look like?

- What roles will each group play?

- What issues will need to be considered to select and charter this group?