PAYROLL AND TIME TRACKING
Replacement Project

DETERMINING OCM NEEDS

YOUR GUIDE TO ORGANIZATIONAL CHANGE MANAGEMENT

FOR MORE INFORMATION

www.oregon.gov/das/HR/Pages/
Payroll-time-tracking.aspx

CONTACT US

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① Gather background information on the change:

1. What is changing? What is staying the same?
2. Timeframe for change?
   a. Phases of change?
3. What is the scope of the change?
4. Who is the sponsor of the change?
   a. Does this person have adequate authority, respect, etc.
5. Who is on the project team?
6. Who is impacted by the change?
   a. How many people?
7. What work has been done already?
   a. Any communications?
8. Has this change been initiated in the past (and either failed or was stalled?)
9. Do you have a project plan?
10. Do you have the proper budget for this change?
11. Has a risk assessment for this change been completed?
12. Can you clearly identify the WIIFMs (what's in it for me) for employees affected by the change? The enterprise?
13. Do you have a plan to provide any necessary training?
    a. Are you providing ample time for employees to practice using the new tool/process/procedure etc.?

② Address the people side:

1. Are the people affected by this change aware the change is coming?
2. Are the people affected by this change aware of:
   a. The reason(s) for the change
   b. The timeframe of the change
   c. What's expected of them during and after the change? AND consequences if they don't adopt the change?
3. Do the people affected by this change want the change?
   a. If so, why?
   b. If not why?
4. What, if any, resistance has surfaced thus far?
   a. How and from whom?
5. Who do you believe will be your biggest resistors, and why?
6. Do you have the right people and tactics in place to manage/mitigate said resistance?
7. Who do you believe will be your biggest supporters, and why?
8. What avenues have you put in place, or plan to put in place, to allow employees to provide feedback and ask questions about the change?
9. How will you ensure that employees feel a sense of ownership in the change?
10. Do you have a communication plan?
    a. How will you communicate to employees about the change?
       i. Emails, posters, newsletters, F2F, forums, meetings, etc.
    b. Do you have change champions?
11. How will you market the change?
    a. Do you have posters?
    b. Mascot/logo/branding?