

Transition Roadmap

Step	Sample Activities	Outcome
Convene a team of champions and stakeholders	Champions and stakeholders will hold listening sessions and be available for each area/dept head. Purpose of this team is to: <ul style="list-style-type: none"> • Identify risks of the change • Monitor resistance • Communicate • Hear feedback • Address roadblocks between areas • Coach leaders in delivering communications and leading their teams through the transition process. 	A team that will focus on facilitating the transition process.
Identify what the desired state looks like for each individual team	Small group sessions for executives, directors, team leads, supervisors and staff focusing on the how the strategy, culture, processes, people and reward systems will be different in the desired state.	A consistent picture of the future state that can be passed down through the organization.
Create a transition communication plan	Champion and stakeholder team work with project team to create a communication plan that describes the audience, message, mode, desired outcome, etc. to facilitate the transition process.	A communication plan everyone should follow to ensure consistent messaging and transparency.
Determine the scope of change for each area	Based on what we know of the desired state, each team participate in a “what’s changing”, “what’s staying the same” activity with their staff (members of the champion team can facilitate these sessions).	Leadership and staff will be able to focus their energy on the things that are changing and find security in the things that are not.
Create a plan to achieve desired state.	Based on what has been identified as changing, create plan that includes: <ul style="list-style-type: none"> • Skill development opportunities • Process changes • Reward updates • Culture changes 	A formal plan down to the smallest unit level that identifies how the organization will move from current to desired state.
One-on-one coaching	Meet with each team member to discuss the plan with him or her.	Understanding and buy-in for each member of the team of the part they’ll play in the transition
Execute the plan	<ul style="list-style-type: none"> • Determine appropriate organization-wide skill development programs, create or find curriculum, offer the programs. • Hold process improvement sessions (may need to hire or train select staff in process improvement techniques) • Champion team continues to gather feedback, communicate and monitor the transition. 	

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Monitor each person's plan	People managers consistently meet with staff as a team and in one-on-one to check-in on the transition plan.	