SECTION 3 OUTLINES A RANGE OF TOOLS FOR USE IN THE ORGANISATIONAL STRUCTURING PROCESS.

- CHAPTER 15: INTRODUCES THE TOOL KIT AND PROVIDES AN INVENTORY OF TOOLS
- CHAPTER 16: DESCRIBES TOOLS FOR USE IN PHASE 1: DIAGNOSIS
- CHAPTER 17: DESCRIBES TOOLS FOR USE IN PHASE 2: DETERMINE REQUIREMENTS
- CHAPTER 18: DESCRIBES TOOLS FOR USE IN PHASE 3: DESIGN FUTURE ORGANISATION
- CHAPTER 19: DESCRIBES TOOLS FOR USE IN PHASE 4: BUSINESS CASE AND IMPLEMENTATION PLANNING
- CHAPTER 20: DESCRIBES TOOLS FOR USE IN PHASE 5: IMPLEMENTATION
- CHAPTER 21: DESCRIBES TOOLS FOR USE IN PHASE 6: MONITOR AND EVALUATE
- CHAPTER 22: DESCRIBES TOOLS FOR USE IN MANAGING CHANGE AND TRANSITION
CHAPTER 20

DESCRIBES TOOLS FOR USE IN PHASE 5: IMPLEMENTATION
20. TOOLS FOR PHASE 5, STEP 11: IMPLEMENTATION

20.1.1 TOOL 63: IMPLEMENTATION PLAN

<table>
<thead>
<tr>
<th>What is it?</th>
<th>How to use it</th>
<th>When to use it</th>
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| • A plan indicating the time, work streams and activities required to complete the structuring exercise. | • Identify the different major tasks or work streams which need to be executed to complete the structuring.  
• Break each of the work streams down into activities or groups of tasks which need to be done in order to complete the work stream or major task.  
• Determine the time required to complete each of the tasks and indicate all the tasks which can be done simultaneously. | • Use this type of tool for every restructuring initiative which requires the coordination of different resources. |
Chapter 20
Tools for phase 5, step 11: Implementation

20.1.2 IMPLEMENTATION PLAN

1. Communicate new model
2. Complete new JDs for new staff
3. Evaluate new staff roles and produce role profiles
4. Appoint new staff
5. Complete full set of JDs
6. Announce new staff and give progress update
7. One to One staff meetings
8. Fill remaining roles with contractors and outside candidates
9. Finalise internal job: person matching
10. Identify potential candidates
11. One to One staff meetings
12. Finalise internal job: person matching
13. Communicate new roles
14. Advise new staff on new roles
15. Set new objectives
16. Finalise remaining roles with contractors and external candidates
17. Finalise internal job: person matching
18. Review success and plan for Phase 2

Month 1
1. Month 2
2. Month 3
3. Month 4
4. Month 5
5. Month 6
6. Month 7