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PROCESS WORK INSTRUCTION

Created by:	Sarah J. Soto	Version No.:	1.0
Date Created:	August 17, 2055	Responsibilities:	Change requesters, sponsors, project managers, people managers, and the affected staff
Purpose:	The purpose of this work instruction document is to help the people involved execute the change management process effectively and efficiently.		
Scope:	The scope of this document covers all the parties involved in the process and discusses the important phases of the change management process.		
Materials:	Flowcharts, Key Performance Indicators		

GENERAL PROCEDURE

- **Preparation Phase**

1. The project managers and the people managers must help the employees, especially the affected ones, recognize and understand why change is needed.
2. The project managers, people managers, change requesters, and sponsors must conduct a thorough discussion or a meeting to discuss with the affected staff the need for change.
3. During the meeting, the managers will explain any challenges or problems that the organization faces that serve as the driving forces for the change.
4. Once the meeting or discussion has been concluded, a concrete buy-in or agreement from the affected staff must be reached prior to committing to the change process to eliminate friction.

- **Development Phase**

1. The managers must create a solid plan for realizing the change

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