



OCM Team Structure Checklist

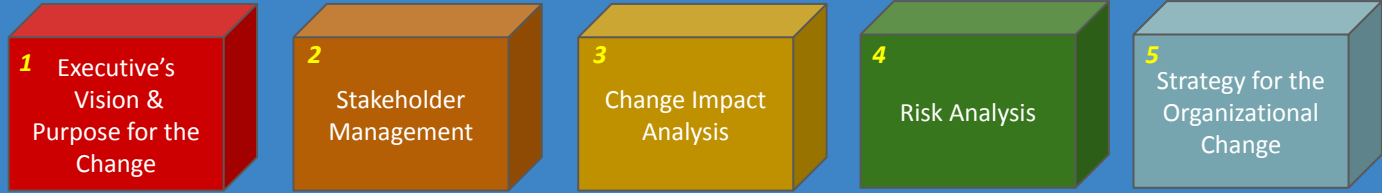
Soundstep Consulting Services' Organizational Change Management Framework (OCMF-13) for Major Transformation Programs

Simplicity and Clarity

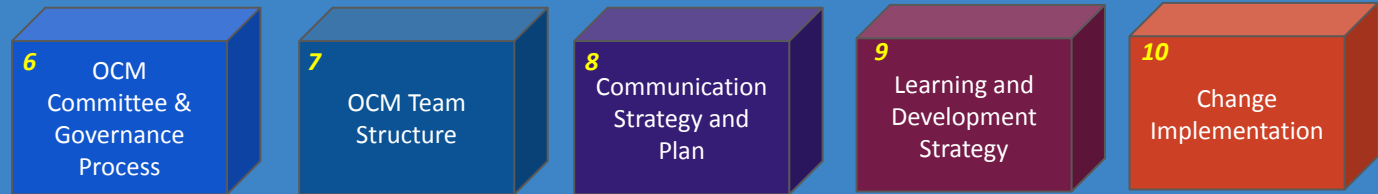


The 13 Components of the SoundStep Consulting Services' Organizational Change Management Framework (OCMF-13)

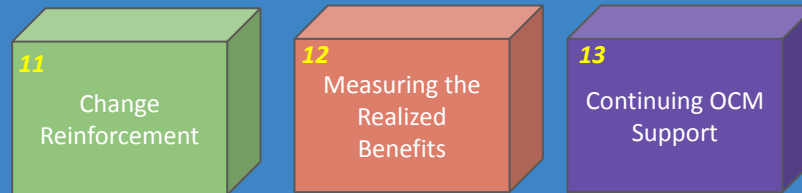
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OCM Team Structure Checklist

1. Has an Organizational Change Management Team been created that can successfully implement all the OCM activities required for the Program to be successful?
2. Did the Program Stakeholders will identify and nominate the OCM Team leader that will lead the creation of the OCM Team and the implementation of the OCM Strategy?
3. Was the OCM Team Structure prepared by the OCM Team leader in direct collaboration with the Program Team leaders, and the Stakeholders directly impacted by the Program and the OCM activities that will be carried out?
4. Has a formal OCM Team Structure with the OCM Team's mission and objectives defined?
5. Were the following clearly defined and agreed to by the Stakeholders, Program Team leaders, and the OCM team leader?
 - a. Roles and responsibilities for each OCM Team member
 - b. Necessary qualifications for each role
 - c. Roles that need to be filled by 3rd Party OCM experts
 - d. Internal "Change Agents" (representatives from each impacted department who will lead the OCM changes in their respective department or geography) required
 - e. Roles and responsibilities of change agents?
 - f. Creation of an OCM and Change Agents network
 - g. Change Advocates and Change Coaches (internal or 3rd party) resources required
 - h. The success criteria for the OCM Team (overall and per team member).



Simplicity and Clarity



Thank You!

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