

Small Business Enterprise

Lesson 8

**Prepare an Action Plan to
Implement the Changes**

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Learning Outcomes

- ▶ Be able to revise business objectives and plans to incorporate proposed changes
 - Prepare an action plan to implement the changes

Action Plan to Implement the Change

It is important that in preparing an action plan to implement change in any organization that project managers:

- ▶ Get commitment from executives and senior managers, whether the strategic planning is occurring in a department or in a complete organization.
 - This is to ensure the successful implementation of the change.

How to Implement an Action Plan

- ▶ Arrange for a transition management team that would administer the transition and modification process at every level
- ▶ Establish a clear vision for the strategic planning implementation process. Paint a picture of where the organization will end up and the anticipated outcomes.
- ▶ Make sure key employees know “why” the organization is changing.

How to Implement an Action Plan

- ▶ Appoint every person in management position of a different area of the action plan, to “owns” the strategic planning implementation process
 - ▶ Train and educate employees so that they will fully understand what exactly an action plan is and how it is going to benefit the company as a whole.
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Action Plan Steps

Step 1

- ▶ Identify the behaviors that would lead to better team performance if people changed how they did things. Look at lines of communication.

Step 2

- ▶ Take note of the current behaviors that are positively contributing to teamwork. Take stock of what is going right.

Step 3

- ▶ Describe the gap between what people are currently doing and what people should be doing to strengthen teamwork in the organization. Communicate target behaviors.
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Action Plan Steps

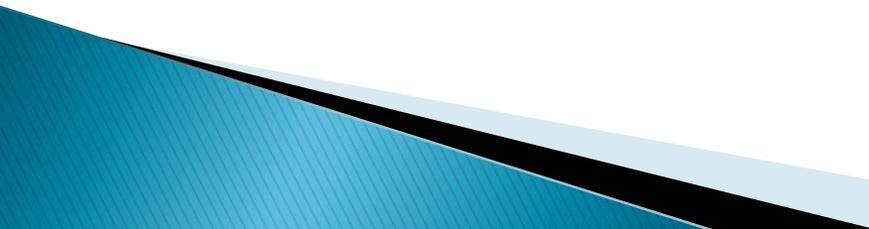
Step 4

- ▶ Call a team meeting and discuss how to adopt the target behaviors. Identify needed changes.

Step 5

- ▶ Find out the different things that are needed, ask employees what they think needs to change in the business.

Step 6

- ▶ Set up different strategies that you think can help business be better and then measure their success. Try out other strategy.
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Action Plan Steps

Step 7

Insist on individual compliance with the plan

- ▶ Once you have figured out your action plan then you can decide how to implement the action plan.

Step 8

Re train and coach throughout the plan

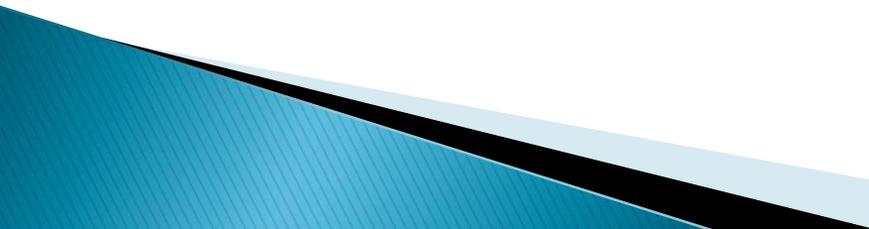
Provide metric related updates for the group. Provide personalized coaching.

Step 9

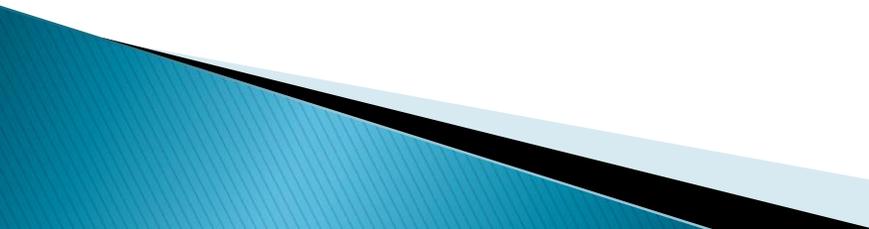
- ▶ **Look to others for implementation tips**

Have conversation with others who have been down a similar change management road.

Action Plan Timeline

- ▶ Give the Plan Deadlines – Be specific when tasks or steps to be complete and if necessary change dates
 - ▶ Create measurable milestones – revise plan if you must and continue working to meet targets
 - ▶ Make a list of accompanying time line when specific action tasks to be complete
 - ▶ Create a visual representation once action items have been created and set a specific timeline. Visual representation may be shown by using a Flowchart, a Gantt chart, a spreadsheet, or some other type of business tool.
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Monitor the Plan

- ▶ Monitor over time the effectiveness of the change.
 - ▶ Monitor plan to make sure it is progressing as planned. Make sure you haven't left important tasks out, skipped tasks or ventured way off course on meeting the objective. By monitoring and measuring progress, you can ensure that objectives are reached and increase productivity
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Questions

1. Discuss two important steps in the implementation of an action plan for change
 2. What difficulties might confront a manager today if he tries to implement Taylor's view of management as they were originally stated?
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Reference

Implementation of action plan. Retrieved on July 7, 2015 from website:

<http://smallbusiness.chron.com/implementation-action-strengthen-teamwork>

How to implement an action plan. Retrieved on July 7, 2015 from

<http://businessknowledgesource.com>.

