Organization Change Process

What has already been completed?

**Phase One: Unit Pre-Planning**
Identifying the Problem, Education, Approvals, Schedule a Planning Meeting

**Phase Two: Planning and Preparation**
Organization Planning Meeting

If Phase One and/or Two have not been completed please go back to the Organization Change website and review the documentation for those phases.

**Phase Three: Implementation General Information**

During the Implementation Phase both system representatives and units will be performing tasks as laid out in the **Timeline** document that was prepared during the Organization Planning Meeting. For an example of the **Timeline** document and also a **Diagram of University Interactions**, please go to the Phase Three: Implementation section of the Organization Change website.

In addition to the **Timeline** tasks, a follow up meeting will be scheduled with units during the Implementation Phase to provide a check point and opportunity for the units to clarify tasks or ask additional questions that may arise during the process.

Upon completion of all system tasks an email will be sent from the Organization Planning Group indicating that the system tasks have been completed and remind units of any tasks that may still be remaining on their **Timeline** to complete. At this stage units should be able to confirm that the Organization(s) are in each of the systems as requested and they should be able to conduct normal business using those organizations. At this stage the Organization Change Process is deemed to be complete and any additional tasks would need to go through the normal business process.

If at any point a unit has questions about the Organization Change Process it is recommended that they contact the Organization Planning Group at **EBSP.OOI.Workgroup**.