Organization Change Process

What has already been completed?

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

If Phase One has not been completed please go back to the Organization Change website and review the documentation for Phase One.

**Phase Two: Planning and Preparation General Information**

The Organization Change Process can be complex and require multiple system coordination, as well as, effort from the unit(s). To assist units in this process, representatives from the necessary systems will hold an “Organization Planning Meeting” to review the process and create a **Timeline** of tasks for the approved change request.

The PowerPoint used for the Organization Planning Meeting can be seen on the Organization Change Website under Phase Two. This is referred to as the **Organization Planning Packet**.

Please keep in mind that this is an overall view of typical change processes and specifics to the particular change requested will be noted during the meeting. To help aide in providing the most specific information possible it will be requested that units provide a copy of the worksheet and items from the checklist completed in Phase One to the Organization Planning Group prior to the meeting.

At this stage, it is expected that units have already reviewed the Organization Change website and completed Phase One. However, it is during this phase that system representatives will also provide an in depth review of the website and how it can be used to aide units in effectively making changes to achieve the desired results.

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@campusad.msu.edu](mailto:EBSP.OOI.Workgroup@campusad.msu.edu).