Rossi Auto Parts

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PROCESS WORK INSTRUCTION

Created by: Sarah J. Soto Version No.: 1.0

Change requesters, sponsors,
Date Created: August 17, 2055 Responsibilities: 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

- The project managers and the people managers must help the employees, especially the affected ones, recognize and understand why change is needed.
- 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.
- During the meeting, the managers will explain any challenges or problems that the organization faces that serve as the driving forces for the change.
- 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

- The managers must create a solid plan for realizing the change
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