

CHANGE MANAGEMENT PLAN

The change management plan ensures a process, procedure and controls for implementing maintaining substantive changes within the school district

Define Substantive Change:

A substantive change significantly alters program requirements or work processes and/or affects many employees and/or students. The administration responsible for making the change determines whether the change is substantive.

Scope:

- Ensures that changes are implemented in a deliberate and controlled manner in order to reduce the possibility of reduction in performance
- Changes in organizational alignment, organizational responsibility and individual responsibility are evaluated and implemented in a deliberate and controlled manner in order to ensure effective organizational performance.
- Changes provide positive expectations, appropriate training and accounting to ensure enhanced processes are provided.
- Change management plans are not required for routine changes or on-routine/non-major changes. The appropriate administrator is responsible for these changes and shall ensure that they are implemented and maintained.

Responsibilities:

School Board:

- Approves the change management plan for substantive changes prior to implementation as it relates to policy, Board Goals and budgeting impact
- Delegates to Superintendent the assignment of identifying individual responsibility for management change

Superintendent:

- Makes recommendation to Board regarding major change and appoints appropriate administrator responsible for change
- Reviews and validates change request as to impact, implementation, communication, monitoring and scheduling.
- Ensures routine changes and non-routine non-major changes are addressed at school or department level.

Principal or Appropriate Administrator:

- Prepares change management plan
- Communicates to the superintendent an overview of change management plan, required expectations and anticipated impact
- Provides management oversight or delegates same during implementation and monitoring
- Reviews change management plan for Human Resources Director any plans that affect personnel
- Provides periodic assessment to Superintendent and Board during implementation

Human Resources Director:

- Provides and makes recommendations regarding plans that affect personnel.

CHANGE MANAGEMENT PLAN OUTLINE

Change Statement

- Reason
- Scope
- Intent
- Current state (include date and present assessments, if appropriate)
- Desired outcome
- Individuals responsibility and specific job assignments

Change Plan

- Implementation process and procedures
- Communication
- Training
- Resources
- Budget Impact
- Timeline

Impact Plan

- Monitoring process (to include specific data points and items to be monitored)
- Reporting cycle

Coversheet

- Summary of recommended change
- Sign offs

LONDONDERRY SCHOOL BOARD

Adopted: January 16, 2001

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