SOP: Change Implementation Planning and Scheduling

This SOP details the process of **change implementation planning and scheduling**, covering the identification and assessment of necessary changes, development of a comprehensive change plan, scheduling and coordination of implementation activities, resource allocation, risk management, communication strategies, and post-implementation review. The objective is to ensure changes are executed efficiently, with minimal disruption, and aligned with organizational goals.

1. Purpose

To provide a standardized approach for planning, scheduling, and executing changes within the organization, ensuring all necessary steps are followed for successful change implementation.

2. Scope

This SOP applies to all organizational change initiatives, including process, technology, and structural changes across all departments.

3. Responsibilities

Role	Responsibilities
Change Manager	Oversee the overall change planning, scheduling, and coordination activities.
Project Team	Assist in planning, risk assessment, scheduling, and implementation tasks.
Stakeholders	Provide input and feedback during planning; participate during implementation as needed.
Communications Lead	Develop and deliver communication materials to all impacted parties.
Post-Implementation Reviewer	Conduct reviews to evaluate change outcomes and capture lessons learned.

4. Procedure

1. **Identify and Assess Change Needs**
   - Receive and log change requests.
   - Assess the necessity, impact, and scope of the proposed change.
   - Prioritize change requests based on urgency, value, and resources required.
2. **Develop Change Implementation Plan**
   - Define objectives, deliverables, and success criteria.
   - Outline key implementation steps, milestones, and dependencies.
   - Document resource needs (personnel, technology, budget).
   - Perform risk assessment and create mitigation plans.
3. **Schedule and Coordinate Implementation**
   - Establish detailed timelines for implementation activities.
   - Assign specific tasks and roles to responsible parties.
   - Coordinate schedules with impacted departments to minimize disruption.
4. **Manage Communications**
   - Develop a communication plan detailing stakeholders, communication channels, and frequency.
   - Share relevant information on the change and its impact with all affected parties.
   - Provide training or support resources as required.
5. **Execute the Change**
   - Implement the change as per the approved plan and schedule.
   - Monitor progress and address issues promptly.
   - Escalate significant risks or blockers to leadership.
6. **Post-Implementation Review**

- Evaluate the implementation against set objectives and success criteria.
- Document outcomes, lessons learned, and areas for improvement.
- Share findings with relevant stakeholders and update SOPs/processes if needed.

5. Documentation and Records

- Change request forms/logs
- Change implementation plan and schedule
- Risk and impact assessments
- Communications plan and materials
- Post-implementation review reports

6. References

- Organizational Change Management Policy
- Project Management Framework
- Risk Management Policy

7. Revision History

Version	Date	Description	Author
1.0	2024-06-20	Initial creation and release	Process Team