



| <b>Type of Organization Change</b>                                                                                                                                            | <b>Considerations</b>                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>1. Organization Structure</b><br/>The formal and informal structures used to organize the department.</p>                                                               | <ul style="list-style-type: none"> <li>• Will the number of organizational levels change?</li> <li>• Will reporting relationships change?</li> <li>• Will the approvals required to make day-to-day decisions change?</li> <li>• Will some or the entire workforce in an area be redeployed?</li> </ul>                                                                                                                                   |
| <p><b>2. Job Design/Responsibilities</b><br/>The roles, responsibilities, and authorities assigned to specific jobs within the organization.</p>                              | <ul style="list-style-type: none"> <li>• Will job roles &amp; responsibilities change?</li> <li>• Will departmental responsibilities change?</li> <li>• Will organizational boundaries be redefined?</li> <li>• Will organization of work group's change?</li> </ul>                                                                                                                                                                      |
| <p><b>3. Skill/Knowledge Requirements</b><br/>The knowledge, skills and abilities required of the workforce to effectively perform their jobs.</p>                            | <ul style="list-style-type: none"> <li>• Will new professional characteristics be required?</li> <li>• Will specialized skills be required for new tasks?</li> </ul>                                                                                                                                                                                                                                                                      |
| <p><b>4. Human Resources</b><br/>Administrative activities related to the recruitment, selection, retention, development and compensation of the workforce.</p>               | <ul style="list-style-type: none"> <li>• Will recruitment/selection strategies or standards change?</li> <li>• Will career paths or staff development change?</li> <li>• Will promotion or transfer guidelines change?</li> <li>• Will compensation, benefits or other incentives change?</li> <li>• Will performance appraisals change?</li> </ul>                                                                                       |
| <p><b>5. Business Process(es)</b><br/>A set of related business activities that enable an organization to produce a value-added business outcome.</p>                         | <ul style="list-style-type: none"> <li>• Will outputs of a process change (e.g., new products)?</li> <li>• Will inputs to a process change (e.g., paper forms to electronic data)?</li> <li>• Will business activities be added or deleted?</li> <li>• Will similar business activities be consolidated?</li> <li>• Will performance indicators need to change?</li> <li>• Will the individuals performing an activity change?</li> </ul> |
| <p><b>6. Operating Policies/Procedures</b><br/>Formal and informal guidelines for daily work activities.</p>                                                                  | <ul style="list-style-type: none"> <li>• Will business policies/procedures change?</li> <li>• Will administrative policies/procedures change?</li> <li>• Will measurement standards and criteria change?</li> <li>• Will quality standards and criteria change?</li> </ul>                                                                                                                                                                |
| <p><b>7. Technology (Hardware/Software)</b><br/>The required use of technology to perform job tasks and the amount/nature of the interfaces between users and technology.</p> | <ul style="list-style-type: none"> <li>• Will the change require enhancements to existing systems (software)?</li> <li>• Will the change require additional/changes to technology/hardware?</li> <li>• Will the change require additional/changes to telecommunications?</li> </ul>                                                                                                                                                       |
| <p><b>8. Facilities</b><br/>The physical work environment including overall layout, location and human factors.</p>                                                           | <ul style="list-style-type: none"> <li>• Will the work location change?</li> <li>• Will the layout of the work environment change?</li> <li>• Will the employee need to use different tools when performing the work?</li> </ul>                                                                                                                                                                                                          |