**Resources:**

* [Responsibility Charting](http://myresource.phoenix.edu/secure/resource/HRM310r2/hrm310_r2_wk5_responsibility_charting.doc) and [AIDA Continuum Chart](http://myresource.phoenix.edu/secure/resource/HRM310r2/hrm310_r2_wk5_AIDA_continuum_chart.doc)
* [Complete Change Plan Grading Guide](http://myresource.phoenix.edu/secure/resource/HRM310r2/hrm310_r2_wk5_gg_complete_change_plan.doc)

**Develop** a Complete Change Plan for a change initiative that you want to make happen. Use facts from the case study scenario that your team selected in Week 4. The team may add no more than three facts or characters, or a combination of facts or characters to the case study to assist in fleshing out the development of the Complete Change Plan.

**Use** your team's top selected strategy for the change initiative as well as the statement of the need for change and your vision for the change developed in Week 4.

**Write** a 1,400- to 1,750-word detailed Complete Change Plan. The Complete Change Plan will be broken into the following four parts:

**The Action Steps**

What are the critical steps that must be accomplished? Arrange your action steps in sequence. Can some be done simultaneously? What activities cannot begin or should not start until others are completed? What timelines should you observe?

It is often useful to begin at the end of the project and work your way backward.

* Who needs to become committed to the project?
* Where are key players at on the adoption continuum? Are they even aware of the change? If aware, are they interested or have they moved beyond that stage to either desiring action or having already adopted?
* What will it take to move them along the continuum in the direction of adoption?
* Use the AIDA Continuum chart and include this chart in your plan.
* What is the commitment to the adoption of those who have reached the adopter stage? That is, are they at the "let it happen" stage, the "help it happen" stage, or the "make it happen" stage?
* Use the Responsibility Chart and include this chart in your plan.
* Who will do what, where, when, and how? Often a responsibility chart can be useful to track these things.

**Contingency Planning**

* What are the critical decision points? Who makes those decisions?
* What should be done if the decision or event does not go as planned?
* What plans can be made to account for these contingencies? If you can, draw a decision tree of the action plan and lay out the decision-event sequence.

**Measurement of Change**

* How will it be determined that the goal or change project has been successfully implemented? At times, success will be obvious (e.g., a new system in place). At other times, success will be more difficult to measure (e.g., attitudes toward the adoption and acceptance of a new system).
* What intermediate signals will indicate that progress is being made? What is the first step or sequence of steps?

**Transition Strategy**

**Formulate** a transition strategy that includes a communications proposal.

* How will the transition be managed?
* Who will make the innumerable decisions required to handle the details?
* Who will provide information to those affected?
* How will the change be communicated to organizational members?

**Use**organizational change terminology consistent with what is used in your text.

**Use** a minimum of four sources in addition to *Organizational Change*text.

**Format**the assignment consistent with APA guidelines.