**Figure 1: Steps in Developing a Workplace Change Management Proposal**

### Initial Proposal
- Proposal developed
- Initial proposal submitted to:
  - Planning and Resources Committee
  - Vice-Chancellor and President – for divisions
  - Provost and Vice-Chancellor and President – for faculties
  - Executive Dean or Divisional Head – for schools/departments

*Approved in Principle*

### Detailed Proposal Developed
- The proposal provides information on the outcomes and methodologies to be undertaken
- This may take the form of a new initiative or a review of existing arrangements
- The proposal should reflect QUT’s commitment to consultation with staff and staff representatives as reflected in EBAs

*Approved to proceed*

### Change Management Plan Developed
- Approach rationale
- Objectives
- Current staffing structure
- Proposed staffing structure and funding
- Impact on workloads
- Key steps, responsibilities and time frames
- Communication/Consultation strategy
- Proposed transitional arrangements
- Evaluation methodology

*ASSISTANCE FROM HUMAN RESOURCES DEPARTMENT*

### Significant Workplace Change
- Vice-Chancellor and President
- Council
- Provost

### Other Workplace Change Projects
- Executive Dean/Divisional Head
- Head of School/Department

*Approval to Implement*

**IMPLEMENTATION OF CHANGE MANAGEMENT PLAN**

**REVIEW OF CHANGE MANAGEMENT PROJECT**
- Report submitted to Executive Director, Human Resources

All Workplace Change projects require consultation throughout the development and implementation of the change project.

*Return to B/11.1 HR Workplace Change Management policy*

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