

Steps in Developing a Workplace Change Management Proposal

Initial Proposal

- **Proposal developed**
- **Initial proposal submitted to:**
 - Finance and Planning Committee
 - Vice-Chancellor and President – for divisions
 - Provost and/or Senior Deputy Vice-Chancellor 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**

**Change Management
Plan Developed**

Significant Workplace Change

- Vice-Chancellor and President
- Council
- Provost and/or Senior Deputy Vice-Chancellor

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 Vice-President (People) and Chief People Officer

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