

MANAGING CHANGE: BEING A CHANGE LEADER

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10 PROJECT TIPS FOR CHANGE LEADERS

1. Have a clear definition of the project that can be commonly understood by your members.
2. Make sure you, your team, and related communications articulate a consistent overview of the change project, including: impact to the branch, why it is being done, time and resources to be used - and importantly, the consequences if the project is not successful.
3. Create a measurement system that provides real information about progress.
4. Set “success metrics” that evaluate pertinent elements of the project (e.g., time to completion, budget, technical or business objectives, and/or desired behaviors). *Publish the progress!*
5. Define project implementation in terms of the impact it will have on the various groups within your branch (e.g., leadership, interest groups, fundraisers, project leaders).
6. Don’t use general or vague descriptions of the change; if the work being done sounds too vague you will lose credibility.
7. Don’t ignore problems around the scope of the change project; address and resolve them quickly, as this can cause misalignment of tasks or results along the way.
8. Use a structure approach to developing the project goal and plan. A day of team discussion and task planning with agreements on ‘what to do’ will ensure buy-in and team alignment.
9. Remember your Project Plan is not static! It is a document that can be adjusted; *communicate to everyone impacted by critical adjustments that are made. On-going buy-in for the project is critical!*
10. **CELEBRATE SUCCESS!** *Build a celebration that acknowledges not only the work of your project team members, but also the support of the branch membership. You were in it together, and the mutual commitment and collaboration was critical to the SPIRIT OF SUCCESS.*