Organization Design Process & Suggested Timeline

Analysis

- Collect & review organization artifacts
- Conduct interviews
- Consolidate interview data & develop recommendations
- Present findings to leadership and agree on next steps
- Develop detailed project plan & communications plan

Design

- Develop descriptions for new functional areas and roles
- Develop next layer of "to be" design
- Map existing leaders to "to be" design and identify critical open roles
- Announce next level "to be" design and leaders
- Begin building transition plan

Implement

- Final design and employee mapping approved
- Build communication cascade
- Execute communication cascade
- Announce new design

Month 1   **Month 2**   **Month 3**   **Month 4**   **Month 5**

Month 2
- "As is" organization design
- Develop conceptual "to be" organization design options
- Gather input from leadership on conceptual "to be" design options
- Finalize conceptual "to be" design & determine leaders for top line positions
- Announce conceptual "to be" design and top line leadership

Month 4
- Develop remaining "to be" design
- Map existing employees to "to be" design and identify critical open roles
- Finalize implementation communication plan
- Begin any advance notifications as necessary
- Finalize new job descriptions

KAREN TATE CONSULTING

Karen@karentateconsulting.com

Karentateconsulting.com