

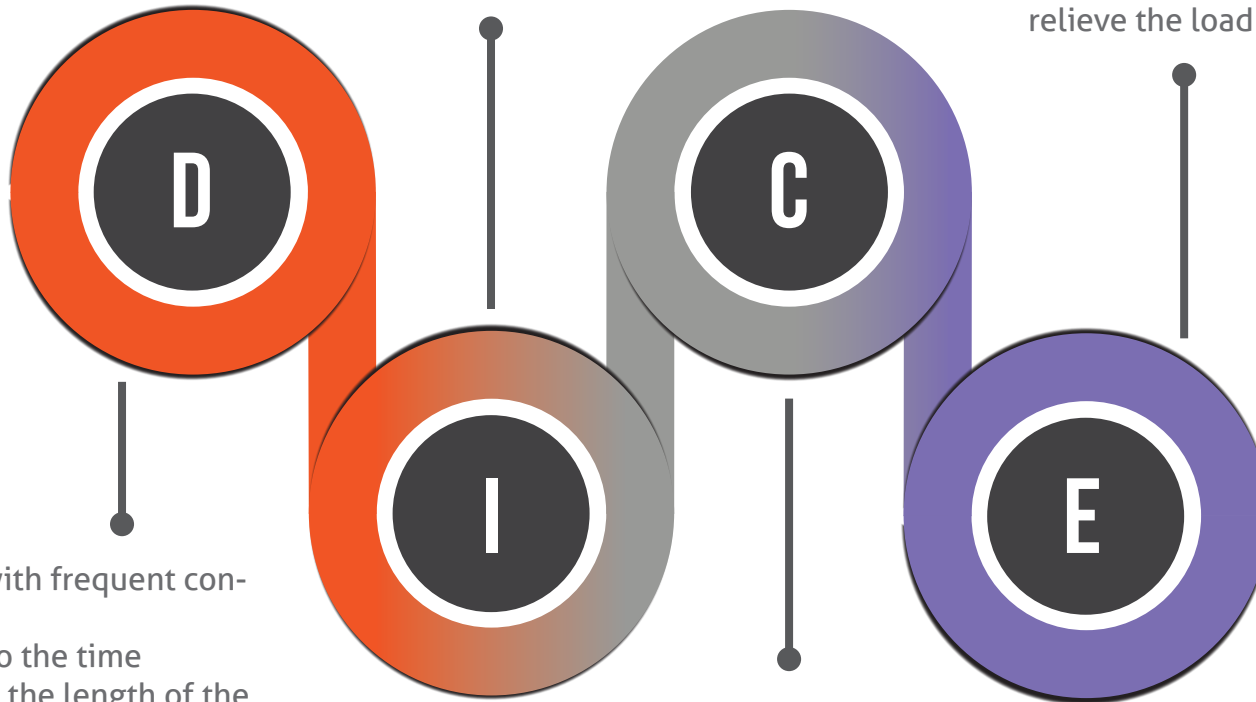
## CHANGE MANAGEMENT FOR DIGITAL TRANSFORMATION PROJECTS

### INTEGRITY

- Free up the best staff for the project while making sure the day-to-day operations don't falter.
- Be inclusive when assembling the project's team.
- Be sure to use your best leaders and not your most senior staff members as project leaders.

### EFFORT

- Calculate how much work employees will have to do beyond their existing responsibilities to adopt the new system.
- If the calculated workload is more than 10%, redesign your project.
- Keep track of all the projects you have active in your organization at a given time.
- Consider bringing temporary workers to relieve the load during the project.



### DURATION

- Prefer long project with frequent control points.
- Pay more attention to the time between reviews than the length of the project.
- Review every six to eight weeks. Complex projects require much closer control points.
- Control via milestones.
- Effective milestones describe significant actions.

### COMMITMENT

- Get visible backing from the most influential executives.
- Create enthusiasm in the people who must deal with the new system.
- Top-level commitment is vital to engage the base of the organization.