

Drivers for Change

Confirm Business need (Obtain MANDATE)
Confirm Stakeholder support
Plan for communications
Confirm Prog Mgt arrangements
Plan for Risk Mgt
Plan for Benefits Mgt
Check budget authorisation
Confirm scope (**BOSCARD**)

Environment

- Is the Org ready to respond to change?
- What factors can constrain, affect, block or influence outcomes?
- What is the relationship with any other initiative
- Does Org realise that achieving outcome will involve Activity?
- Do all that will be affected by change understand implication and need to contribute?

Identifying a Programme

Set Up Prog Authority Groups

- Sponsor Group
 - SRO appointed
- Produce the defining documents
- Mandate
 - Brief (**BOSCARD**)
 - Terms of Reference
 - Defining Programme Plan

DECISION TO PROCEED

Defining a Programme

Establish the team to define the Prog

Build on the Prog Vision

- Develop Vision Statement
- Produce the Blueprint
- Define the benefit profiles

Construct Prog Plan

- Design Project Portfolio
- Develop Prog Plan (Costs, Phases, Benefits, Risk Log, Review Points, Resources, Transition Plan)
- Develop the Business Case

Develop Mgt Plans

- Quality Mgt plan
- Risk Mgt plan
- Stakeholder Mgt plan
- Communication strategy & plan
- Benefits Mgt Strategy
- Resource Mgt strategy

APPROVAL TO PROCEED

Establish a Programme

Set up ORG & PEOPLE related elms:

- Prog Director / SRO
- Prog Mgr (Set up, run, co-ord)
- Business Change Mgr (Benefits Mgt process, Fit for Purpose)
- Prog Office (Info & Knowledge Mgt)

Set up GOVERNANCE arrangements

- Risk Mgt
- Benefits Mgt
- Stakeholder Mgt
- Org
- Business Case Mgt
- Quality Mgt

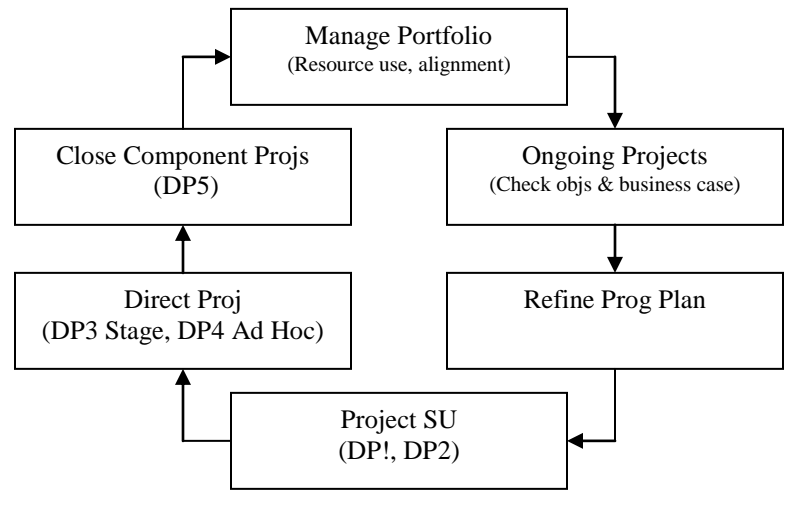
Establish benefits measurement process

Set up IT / Tools support

Establish Comms Channels

Manage:
Comms
Benefits
Transition

Running a Programme



Closing A Programme

- Confirm
- Conduct Benefits Reviews
- Update & finalise Prog documentation
- Disband Prog Mgt & Support Functions
- Inform Stakeholders

Programme Benefits Review

- Measure benefits
- Ongoing benefits review