

# OTA's Organizational Change Management Methodology



## Accelerators list

OCM Methodology		OTA Accelerators	Document Type
<b>OCM Planning</b>			
100. OCM Scoping and Needs Analysis	100	Preliminary OCM Presentation	PPT
	101	Sample OCM Scope Document	MS Word
	102	Sample OCM Workplan Task List	Template
120. OCM plan	122	Charter Template	MS Word
	123	Activities Plan Template	MS Project
	125	Resource Plan	MS Excel
140.OCM Organization (OCM team)	141	Project Roles	PPT
	144	Role Change Agent	MS Word
	146	Selection Criteria for OCM Team Lead	MS Word
	147	Selection Criteria for Change Agent	MS Word
<b>OCM Deployment</b>			
200.Organizational Readiness	201	Organizational Readiness Process	PPT
	202	Initial Assessment Questionnaire	MS Word
	203	Business Acceptance Questionnaire	MS Word
	204	Go-Live Readiness Questionnaire	MS Word
	205	Organizational Readiness Scoring Template	MS Excel
	208	Root Cause Analysis and Mitigation Workshop	PPT
	209	Organizational Readiness Report	PPT
	210	Organizational Readiness Mitigation Plan	MS Excel
	211	OCM Risk Review Questionnaire	MS Word
	212	Risk Review Questions	MS Excel
	213	Risk Management QA	MS Excel
	300.Sponsorship	301	Sponsorship Guide
302		Sponsorship Workshop	PPT
303		Interview Guide	MS Word
400.Communication	401	High-Level Communication Strategy and Plan	MS Word
	403	Communication Strategy	MS Word
	404	Communication Plan Template	MS Excel
500. BPR Impact & Analysis	501	Impact Mapping & Transition Plan Template	MS Excel
	502	Guidebook: What is Bus Process Reengineering	PPT
	507	Roles Skills Impact Template	MS Excel
	508	Job Role Description Template	MS Word
	511	Macro Impact Analysis	MS Excel
600. Local Transition Management	601	Action Planning Template	MS Word
	602	Transition Calendar Template	MS Excel
	603	Transition Plan Template	MS Excel
	604	Transition Planning Checklist	MS Word
700.Competency Development		<b>End users</b>	
	711	Training Curriculum to Job Role Template	MS Excel
	712	Transition Plan Template	MS Excel
	713	Competency Development White Paper	PPT
	721	Training Strategy Checklist	MS Word
900. Strategic Service	911	Benefits Management Executive Presentation	PPT
	912	PMO Planning Workshop	PPT
<b>OCM Reviews</b>			
<b>QA &amp; QC</b>		OCM Review Agenda	MS Word
		OTA OCM Reviews Introduction	MS Word