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| --- | --- | --- | --- | --- | --- |
| **Priority area** | **Action** | **Owner** | **Resources required** | **Measures of success** | **Review and due dates** |
| *Prioritise 2-3 areas for action. Align with agency / division priorities where appropriate* | *Action that is specific and relevant* | *Who is accountable for the action?* | *What resources (eg system, people, finance) are required?* | *How will you know if you’ve achieved what you’ve set out to?* | *When should you review progress and complete the action by?* |
| **EXAMPLE**  Change management | Send link to change management framework and tools to all managers within our division and encourage use of stakeholder management tools and communications | Division’s manager | * Change management framework and tools * Stakeholder management tools | Emails sent and discussions have occurred at management meetings | By October 30th |
| Organise change management workshops for selected leaders to build capability à Contact People and Culture to confirm availability of workshops | Division’s manager (supported by Business Partners) | * People and Culture division * Change management workshop materials | * People and Culture has been contacted * Workshops have occurred * Managers are using change tools and checklists to manage change in their team | By November 30th |
| Communicate our objective and actions to all staff by email (actions, resources and milestones) | Managers | * Communication division * Summary email and email updates | Initial email sent and updates are sent when workshops have occurred | Following completion of action 1 |
| Quarterly report on progress | Managers | N/A | As part of usual quarterly reporting towards business plan, managers include update on where the change management tools are used | Quarterly from December |