

Finding your solution and initial transition planning



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Overview

In this presentation, we're going to look at how you can make sure your change is a success.

- This will help you to focus on the key areas that will ensure your change is a success and delivers the proposed benefits
- It will help to ensure that your proposed solution addresses the key areas you identified in your Situation Analysis
- It will ensure that when identifying your proposed solution you will have considered the diverse needs of your customers and employees (you will do this by completing an [Equality Impact Assessment](#))



Overview

No matter what the change, you'll need to draw on your specialist knowledge.

- The potential solution(s) you deliver will be based on your specialist knowledge of the type of change you're delivering
- This means the way you undertake this activity will depend on your business needs, and the type of change project
- You should consider how your proposed solution will address the root cause of the problems and/or opportunities that you identified in Phase 1, Discover

Purpose

Why is it important to think about solution options?

It's important to explore a range of potential solutions in detail prior to jumping straight to Delivery. This can enable you to:

- Gather feedback from employees and stakeholders on the various options
- Consider what impact the solution(s) may have on your team, organisation design and ways of working
- Consider the diverse needs of your customers and employees. Please notes that it may be a legal requirement to complete an [EqIA](#).
- Explore options before deciding upon a preferred solution and entering into formal trade union consultation (dependant on the type of change)
- Develop your transition plan

How you can do this

By this stage, you'll have gathered plenty of information and insights around your change – now it's time to use it.

- As outlined earlier, this is where you'll use your specialist expertise based on your understanding of your area of the business
- You'll also be able to develop the work that you've undertaken as part of your Situation Analysis and the development of your key areas of focus and initial transition planning
- Now is also an important time to refer back to your Stakeholder Plan and consider how you may be able to use it
- This is a time when you'll want to ensure that your 'solution builders' (see change roles actively) are actively involved in your change to ensure a successful and smooth Delivery



How does this link to other phases in the BCF?

Everything you have done in the Discover phase will influence what you do in the Design phase, and how you approach your solution options. Those solution options will, in turn, influence the next Phases.

- The work that you undertake in designing your solution options will eventually feed into your final recommendation
- It will also influence the solution that you will take right the way through Delivery, Transition and then Integration

Transition plan

Although early in process, you will need to consider how to introduce your proposed solution

When it comes to developing a Transition plan, there are a number of areas to focus on:

- Definition of Go-Live: what does this mean for your change?
- Assessment & Selection and recruitment: Will people be in post to support your Go-Live?
- Capability planning: Do the people in the roles possess the full skill set and capabilities?
- Workforce transition plans: Do you need additional people and/or handover periods support your Go-Live approach?
- Ways of working and governance: Are these clearly documented with clear owners?

Transition Plan

Areas to focus on continued:

- Cultural change: What are the plans for bringing together separate teams?
- Technological Enablers: Will these all be in place for Go-Live and will employees be comfortable in using them?
- Systems: What systems will need to be turned off or removed to avoid reverting back to the old ways of working?
- Physical changes: Will people be moving location? What does this mean and how do they feel about it?
- Financial and benefits realisation: Are these still being tracked and delivered?

Outputs and next steps

What happens next?

- Use this key focus information in producing your solution options to ensure your Design includes all the information that you have collated
- Consider the impact that this may have on your team, organisation design and ways of working
- For further support, please contact your HR Business Partner