

# APPS ASSOCIATES CHANGE MANAGEMENT BEST PRACTICES

*Get Your Project to the Finish Line*



Even the best laid technical plans hit road blocks sometimes. Here are some tips of the trade that we've learned and employed in our Change Management Practice. Keep your timelines, set boundaries & achieve success in implementing digital transformation solutions:

## BELIEVE AND YOU CAN ACHIEVE

Money can buy every solution to solve any problem on the market today, but in order to truly drive change and adoption, you also have to walk the walk and talk the talk. Be clear in the future state vision, why these steps are necessary and embrace the idea of evolution and growth. Be open to the possibilities and enhancements from your team. Set the example and build the path for others.



## ESTABLISH A HEALTHY SCOPE

Trying to get everything accomplished when you have resources, budget & approvals can often lead to scope creep. Understand your limitations. Define your priorities. Set boundaries and utilize your team & resources in the best way to deliver on those defined pillars. Total digital transformations take time and could consist of many projects; but each project should have a start and end date. Keep tracking and hit your goals.

## FIND YOUR CHANGE CHAMPIONS

Leadership should definitely be inclusive of your Change Champion group, but you also need those trusted individuals that emulate the company's values, and embrace the ideas of innovation and growth that must happen to stay current and deliver results. Nurture these folks. Arm them with the information and messages they need to keep momentum in the room.



## COM·MU·NI·CA·TION

Don't just be another email. Get creative with how you engage and excite employees and project team members. It could be fun videos, eye-catching infographics or live chat/feedback sessions. Utilize forums where folks can ask questions, hear direct from Leaders & Project Managers.

## LASTLY, ASK THE HARD QUESTIONS

Remember the group project in high school where you always had that one person who just didn't commit. Or the person who shot down all ideas and concepts. Forming project groups and establishing key ownership and accountability is just as hard in the workspace. As projects progress you might need to ask yourself the question of 'do I have the right people here to move this forward?'. And it's not just people, sometimes it is resources, budget – asking the hard questions up front and often will weed out the low priority tasks, maintain project drive, keep Partners engaged and focused and reach that finish line!