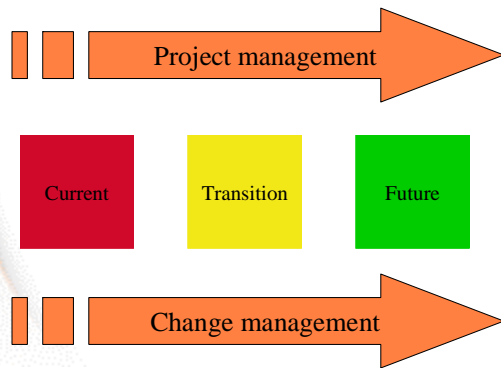


Change management and project management are complementary disciplines both focused on creating successful change in the organization. While project management focuses on the “technical” side of a change, change management focuses on the “people” side. Each needs to be in place for a project to be successful. This handout summarizes Prosci’s *Integrating change management and project management* webinar. Contact one of Prosci’s change management analysts at 970-203-9332 or changemanagement@prosci.com for more information and change management support.

Integrating change management and project management



Complementary disciplines with a common objective

Success = Integrating technical and people activities so project meets its objectives and delivers intended results

Project management focus:
Technical side of moving from current state to future state

- Process:**
- Initiation
 - Planning
 - Executing
 - Monitoring/controlling
 - Closing

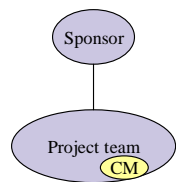
- Tools:**
- Statement of work
 - Project charter
 - Business case
 - Work breakdown structure
 - Budget estimations
 - Resource allocation
 - Schedule
 - Tracking

Change management focus:
People side of moving from current state to future state

- Process:**
- Organizational:
- Preparing for change
 - Managing change
 - Reinforcing change
- Individual:
- ADKAR

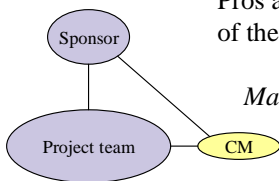
- Tools:**
- Individual change model
 - Readiness assessment
 - Communication plans
 - Sponsorship roadmaps
 - Coaching plans
 - Training plans
 - Resistance management
 - Reinforcement

Integration: resource perspective



Decision on who does the CM activities:

- Member of the project team
- Group supporting the project team



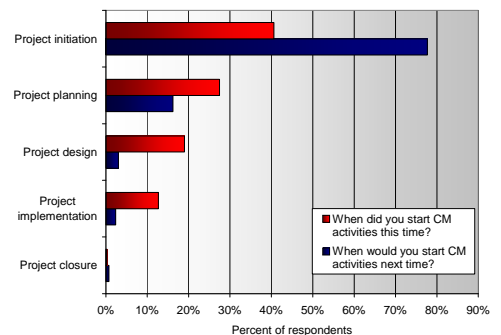
Pros and cons for each of the sourcing options

Make an informed decision

Integration: task perspective

When do the disciplines come together? When is change management applied?

Research shows that change management is more effective when it is started at the initiation of the project.



How is the work integrated?

Sequencing of project management steps and change management steps across the lifecycle of the project. For example, during the PM “Initiation” phase begin the “Preparing for change” CM phase.

Warning: avoid removing the customization that each discipline requires when integration the approaches.

Change management is most effective when it uses a structured approach. Prosci’s methodology is based on a decade of research into what works and what doesn’t when managing the people side of change. See all of Prosci’s offerings at the bookstore, <http://www.change-management.com/bookstore.htm>. The 3-day certification program is the most effective way to learn the concepts, principles and tools that are part of the methodology. Find out about the open-enrollment sessions offered several times each month at venues across the US at <http://www.change-management.com/change-management-training.htm> or call 970-203-9332 for more information.