Hi all,

Thanks for meeting this week. Per our agreement, I have created a draft Charter for the work group. You will note that I made some notes in green to indicate areas that are likely to need further customization.

I have also given more thought to the tension around the group's role of both 'doing what they're asked (implementing the changes) and 'co-designing' the change (collaboratively designing strategies for implementation).

Here is my suggestion:

- I think it would be helpful for this Work Group to have you develop the first part of a change management plan. This could be as simple as a spreadsheet that lists all of the changes that will be coming down to departments. Ideally, they would be tiered, as some might be on a shorter prioritized timeline, others less critical and therefore on a longer timeline. These are the non-negotiables, ideally with some rationale given as to why each is necessary.
- The second part of the change management plan would not yet be completed. This section would be for strategies to support the implementation of each of the changes. The Work Group would co-create these strategies with you.

In this way, you could meet both your need to drive the necessary changes, and their likely desire to contribute their thinking and ideas for implementation.

There are change management templates you can find online, many of which might be more complicated than needed. One I found (that's not quite right, but helpful I think) is attached.

Now your turn to think of who would be the 10-12 ideal people to involve in the Work Group, and start your 1:1 conversations.

Thanks,
Heather

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