May 2016

COA/FINS 9.2 Project
Change Readiness Dashboard

Legend
- 🟩 Ready
- 🟨 In progress
- 🟥 Needs action
- ⬜ Not measured

Stakeholder Groups	Aware of the changes	Understand Change Impacts	Committed to the change	Integrating changes with their roles
FINANCE — Directors and Associate Directors	🟩 Ready	🟩 Ready	🟩 Ready	🟨 In progress
Managers	🟩 Ready	🟨 In progress		
Impacted Roles (i.e. Buyers, Payments, Auditors, Fund Managers, etc.)	🟩 Ready	🟨 In progress		
COMMUNITY (Faculties) — Directors (Finance and Administration)	🟩 Ready	🟨 In progress		
Managers (roles that approve transactions)	🟨 In progress			
Impacted Roles (those who process expenses, cash advances, requisitions or journals)	🟥 Needs action			
COMMUNITY (Admin) — Directors (Finance and Administration)	⬜ Not measured			
Managers (roles that approve transactions)	🟥 Needs action			
Impacted roles (those who process expenses, cash advances, requisitions or journals)	🟥 Needs action			
IT — Sustainment Directors	🟩 Ready	🟨 In progress		
Impacted Roles (developers and those who process financial transactions)	⬜ Not measured			
3rd Party System owners	🟩 Ready	🟨 In progress		

Measurement Tool and Results

COA Question and Answer participants	34	Low response. Those that attended were highly engaged and at the manager and impacted role level.
Responses to COA online presentation survey	9	Low response. Verbal feedback has been positive.
Faculty Director Participation at meetings	99% participation at meetings & events	Now beginning to cascade info with managers & impacted staff
Admin Directors		Formal engagement begins May 26
Impacted roles (Finance)	High level on involvement	Participating in configuration, testing and developing training materials
Impacted roles (IT)	High level on involvement	IT Sustainment teams for HAPS and SIMS working with the FINS and COA team but no formal measurement done
3rd Party system owners	High level on involvement	Fully engaged in planning development to align with COA

Corrective Actions

ACTION

1. Commence communications directly to Community Stakeholders via email/website updates to create awareness and understanding of the changes.
2. Commence regular face to face meetings with the Administration stakeholders (similar to the ones with the Faculty Finance and Administration Directors) to develop an understanding of the impacts.
3. Circulate the notes from the May 5th Finance and Community Stakeholder Idea Exchange to have departments being to take ownership of the changes and commit to the changes. Follow up to learn if readiness workshops are warranted.