AGENDA

1. Leadership Networks
2. Campus Communication
3. The Importance of Sponsorship
4. Change Agent Network
5. WyoCloud Team Support
6. What’s Next?
Our goal is to organize leaders, at all levels of the University, into networks to coordinate communication so end users are hearing the right message from the right people. This strategy will foster a network of leaders committed both the success of the university’s implementation and change itself.

**EXECUTIVE TEAM**

- **Vice Presidents**
  - Launch changes and actively sponsor change with unit
  - Authorize and support communications

**SPONSORSHIP NETWORK**

- **Associate Deans, Directors, Dept Heads**
  - Obtain commitment to the project from those with the authority to enforce it and make decisions
  - Share communications and set priority

**CHANGE AGENT NETWORK**

- **Managers and Supervisors**
  - Responsible for maintaining the day-to-day business focus
  - Track readiness and provide two-way communication
To feel confident in their ability to perform their jobs when the WyoCloud system is released, campus end users must be aware of the impending changes and organizational impacts. Each level of the university plays a unique role in effectively communicating information, support and buy-in regarding the implementation.

**Executive Team:**

*Why is UW implementing WyoCloud?*

**Associate Deans, Directors, Department Heads**

*What impact does WyoCloud have on our unit?*

**Vice Presidents**

** Managers & Supervisors**

*How does WyoCloud change my job/role?*

**End Users**
Campus Communication Approach: One Message, One Team

Executive Team and AVPs
   Athletic Director

Associate Deans, Department Heads and Directors
   Coach

Managers and Supervisors
   Quarterback

Your Employees
   Team
The Importance of Sponsorship: Manager’s Dilemma

Playing Offense and Defense

• Managers are often identified as the most resistant group when changes are introduced.

• This resistance is often caused by not treating managers as employees first - people who are being tasked with changing how they do their work as a result of a new project or initiative.

• To be successful, managers must be supportive of a change before they can take the next step of supporting their people through that very same change.
Your primary responsibilities will be to **ensure the following:**

- **Attend two meetings per month** for one hour on second Wednesday and 30 minutes on last Wednesday.
- **Set WyoCloud as your unit’s priority** by sharing communications.
- **Present as the WyoCloud change agent for your unit** at existing departmental meetings.
- **Collaborate with other Change Agents and Sponsors** to track and **manage unit readiness.**
To guide UW’s transition to WyoCloud, you will learn how to utilize Prosci’s ADKAR model to provide clear goals and outcomes for change management activities, ensuring that the right information is shared at the right time, addressing an individual’s underlying needs.

- **Awareness** of the business reason for change
- **Desire** to engage and participate in change
- **Knowledge** about how to change
- **Ability** to implement or realize change
- **Reinforcement** to ensure change sticks
The WyoCloud Team has the responsibility to prepare you to lead change within your units, and equip you with the right knowledge and skills to communicate with your employees before WyoCloud is launched to campus.

**You will be provided the following tools**

- **Handouts** discussing change management methodologies
- **Email templates** to relay messages regarding business process, training, or policy updates
- **Presentations and talking points** to spark discussion

Through a combination of group and individual activities, change agents will learn to address:

* How do I talk with my employees about change?
* How do I coach my group through a change?
* How do I coach individual employees through change using the ADKAR Model?
* How do I manage resistance to change?
**WyoCloud Team Support:** Readiness Tracker

Readiness Trackers, updated by select Change Agents in each unit, will help to **quantify schools/units level of readiness for change** by analyzing the distinct steps and activities Change Agents facilitate. The Readiness Trackers will serve as a resource to Sponsors and the WyoCloud project team to **identify areas of resistance and communication gaps.**

### EXAMPLE READINESS TRACKER

<table>
<thead>
<tr>
<th><strong>STEP 1: ESTABLISH OUR NEW FOUNDATION</strong></th>
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</thead>
<tbody>
<tr>
<td>Attend Change Agent Network Refresh Meeting</td>
<td>Not Started</td>
</tr>
<tr>
<td>Meet with your sponsor to discuss roles and setup quarterly checkpoints</td>
<td>Not Started</td>
</tr>
<tr>
<td>Introduce yourself as Change Agent Lead/s to department</td>
<td>Not Started</td>
</tr>
<tr>
<td>Request presentation slot on upcoming department agendas</td>
<td>Not Started</td>
</tr>
</tbody>
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| **STEP 2: UNDERSTAND THE IMPACTS OF CHANGE &** |
|-----------------------------------------------|--|
| **STEP 3: PLAN FOR CHANGE**                  |
| Create and implement a plan to review BPM's with appropriate unit staff | Not Started |
| Identify, document, and prioritize Change Impacts. Submit Change Impacts to WyoCloud Team | Not Started |
| Attend the WyoCloud Townhall                  | Not Started |
| Engage with sponsor to review progress and ensure alignment before January | Not Started |
| Engage with sponsor to review progress and ensure alignment before April | Not Started |
The Change Agent Network will meet for 1.5 hours each month to meet with project leadership and discuss techniques and support material to better communicate change with your units. Below is the proposed timeline of campus events you will help to communicate.

**Campus**

- **January**: WyoCloud HCM Campus Kickoff
  - High-level system overview of HCM
  - Introduce WyoCloud to your unit

- **February**:

- **March**: WyoCloud HCM Townhall
  - Learn future state processes from the WyoCloud Team
    - Share communication materials
    - Track unit readiness
    - Discuss feedback and resistance from units

- **April**: WyoCloud HCM Deep Dives

- **May**: WyoCloud HCM Expo & Training

- **June**: WyoCloud HCM Go-Live

- **July**:

- **August**:

- **September**:

- **October**:
“The achievements of an organization are the results of the combined effort of each individual.”

- Vince Lombardi