



## **WyoCloud Sponsorship Network Launch**

November 30<sup>th</sup>, 2017

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# A Review of Leadership Networks

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



<b>Vice Presidents</b>
Launch changes and actively sponsor change with unit
Authorize and support communications

## SPONSORSHIP NETWORK



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

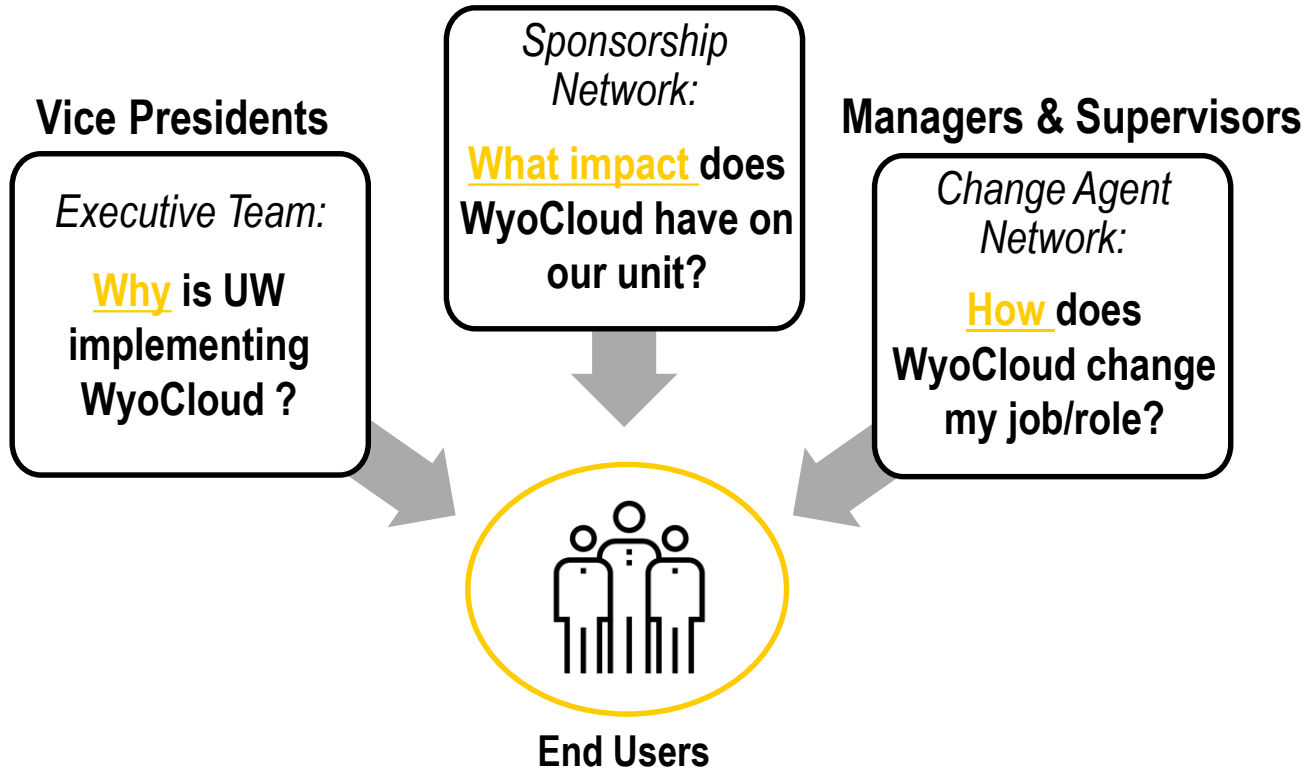
## CHANGE AGENT NETWORK



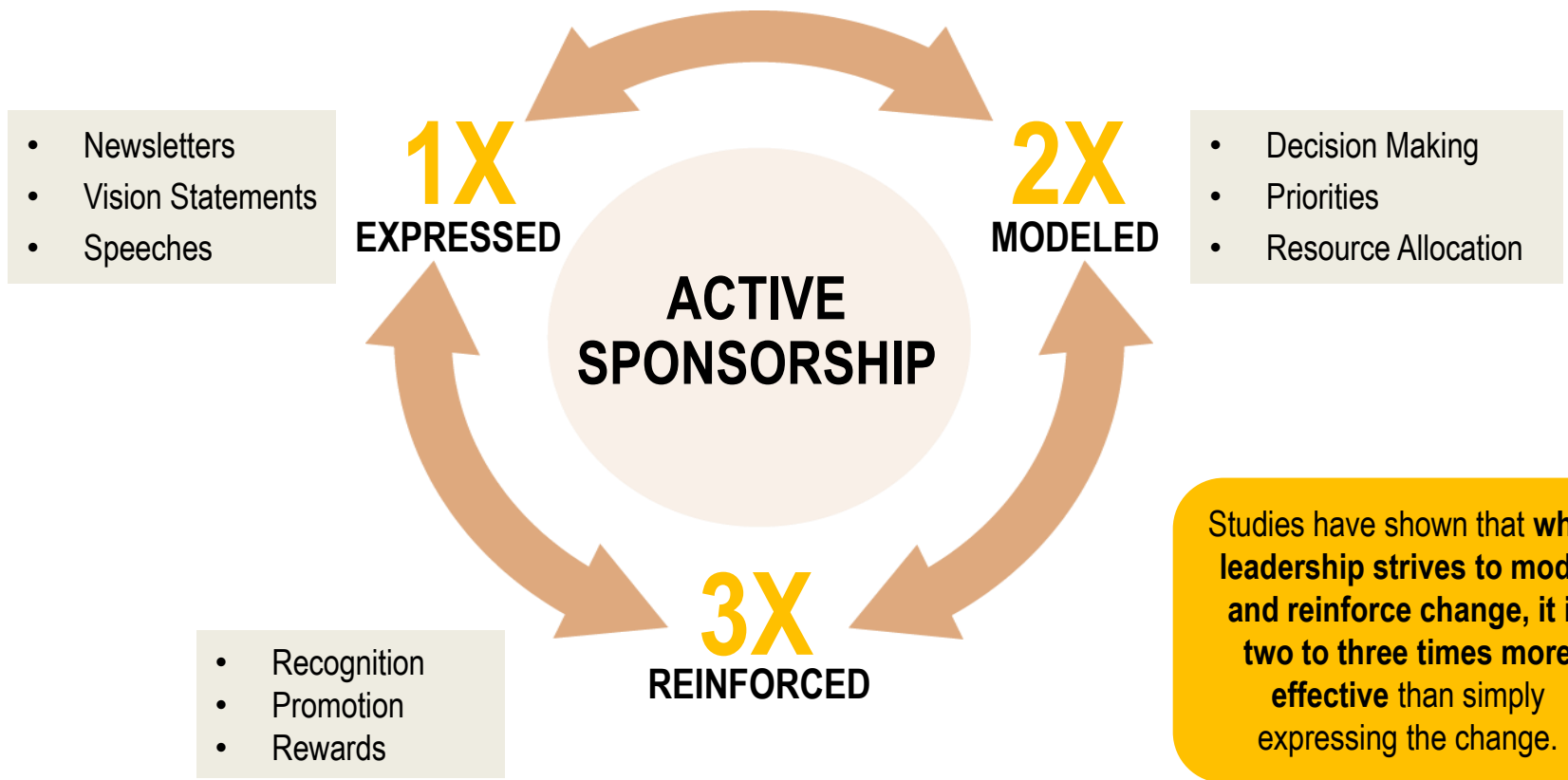
<b>Managers and Supervisors</b>
Responsible for maintaining the day-to-day business focus
Track readiness and provide two-way communication

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.

## Associate Deans, Directors, Department Heads



A critical success factor for organizational change is **active sponsorship**. With WyoCloud, we propose increasing your role to build trust within UW to make it easier for employees to support and participate in the change.



Studies have shown that **when leadership strives to model and reinforce change, it is two to three times more effective** than simply expressing the change.

Your primary responsibilities will be to **ensure the following**:



Mission or purpose of WyoCloud is clearly understood by all involved



Commitment to the program from those with responsibility for carrying out the work



Ongoing dissemination of critical information and leadership decisions



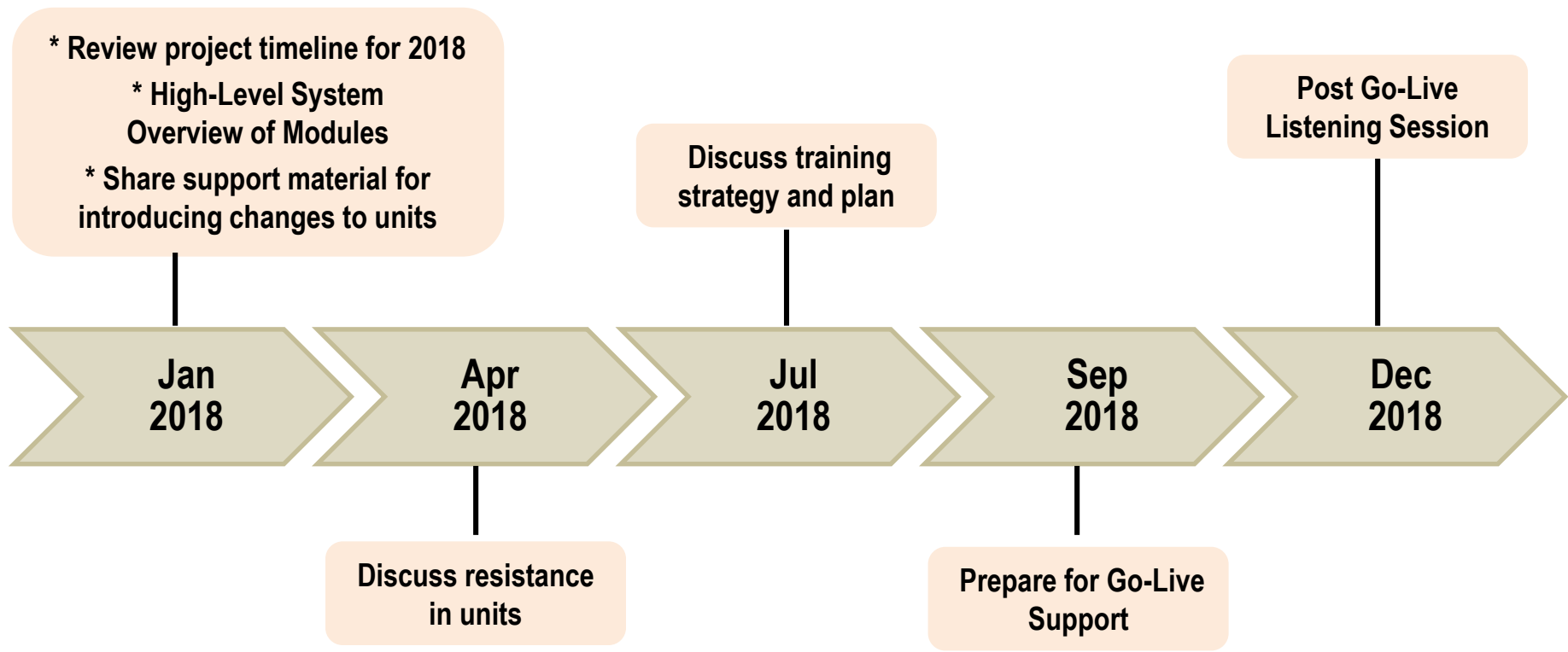
Collaboration with Change Agents to track and management readiness

<b>Commitment and Expectations</b>
<ul style="list-style-type: none"><li>• Attend <b>one meeting per quarter</b> (2 hours/quarter)</li><li>• Set WyoCloud as your unit's <b>priority</b> by sharing communications</li><li>• Present as the WyoCloud <b>active sponsor for your unit</b> at existing departmental meetings</li></ul>



# Sponsorship Network: Schedule

The Sponsorship Network will meet for one hour each quarter to meet with project leadership and **discuss techniques and support material to better communicate change** with your units. At the end of each meeting, there will be an additional hour long follow-up for those interested in more in-depth WyoCloud Project Progress. Below is the proposed schedule of topics:



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**.

**A**wareness of the business reason for change

**D**esire to engage and participate in change

**K**nowledge about how to change

**A**bility to implement or realize change

**R**einforcement to ensure change sticks



The WyoCloud Project 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.

Through a combination of group and individual activities, sponsors 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?

### 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



# WyoCloud Project Support: Readiness Tracker

Readiness Trackers, updated by the 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	
<b>STEP 1: ESTABLISH OUR NEW FOUNDATION</b>	
Attend Change Agent Network Refresh Meeting	Not Started
Meet with your sponsor to discuss roles and setup quarterly checkpoints	Not Started
Introduce yourself as Change Agent Lead/s to department	Not Started
Request presentation slot on upcoming department agendas	Not Started
<b>STEP 2: UNDERSTAND THE IMPACTS OF CHANGE &amp; STEP 3: PLAN FOR CHANGE</b>	
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

# Questions & Discussion