WyoCloud Sponsorship Network Launch

November 30th, 2017
1. Leadership Network Review
2. The Importance of Sponsorship
3. Sponsorship Network: Roles and Responsibilities
4. Sponsorship Network: Schedule
5. WyoCloud Project Support: Preparing to Lead Change
6. WyoCloud Project Support: Readiness Tracker
7. Questions and Discussion
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?**

**Sponsorship Network:**

**What impact does WyoCloud have on our unit?**

**Change Agent Network:**

**How does WyoCloud change my job/role?**

**Associate Deans, Directors, Department Heads**

**Vice Presidents**

**End Users**

**Managers & Supervisors**
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**

**Commitment and Expectations**

- Attend **one meeting per quarter** (2 hours/quarter)
- Set WyoCloud as your unit’s **priority** by sharing communications
- Present as the WyoCloud **active sponsor for your unit** at existing departmental meetings
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:

* Review project timeline for 2018
  * High-Level System Overview of Modules
  * Share support material for introducing changes to units

Jan 2018
- Discuss resistance in units

Apr 2018
- Discuss training strategy and plan

Jul 2018
- Prepare for Go-Live Support

Sep 2018
- Post Go-Live Listening Session

Dec 2018
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 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
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

<table>
<thead>
<tr>
<th>STEP 1: ESTABLISH OUR NEW FOUNDATION</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Attend Change Agent Network Refresh Meeting</td>
<td>Not Started</td>
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<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>
</table>

<table>
<thead>
<tr>
<th>STEP 2: UNDERSTAND THE IMPACTS OF CHANGE &amp; STEP 3: PLAN FOR CHANGE</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Create and implement a plan to review BPM's with appropriate unit staff</td>
<td>Not Started</td>
</tr>
<tr>
<td>Identify, document, and prioritize Change Impacts. Submit Change Impacts to WyoCloud Team</td>
<td>Not Started</td>
</tr>
<tr>
<td>Attend the WyoCloud Townhall</td>
<td>Not Started</td>
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<tr>
<td>Engage with sponsor to review progress and ensure alignment before January</td>
<td>Not Started</td>
</tr>
<tr>
<td>Engage with sponsor to review progress and ensure alignment before April</td>
<td>Not Started</td>
</tr>
</tbody>
</table>
Questions & Discussion