10 Factors Leading to Successful Change Management Projects

Organizational Change Management is the process in which an organization changes its operational methods, technologies, organizational structure, or strategies, as well as what effects these changes have on its members.

1. Clearly state your vision for the future … Organizational members are more likely to embrace change when they are aware of what is happening and when it will happen. Practice transparency and communicate your vision so everyone is on the same page.

2. Set short-term goals … It is much easier to focus on goals and tasks that can be achieved in the immediate future than the end result that's years away. Introduce change in bite-size chunks that are specific, manageable, and achievable.

3. Start at the top … Organizational members will look to the top levels of leadership for support and direction. Ensure leadership communicates complete support and backing. Leadership ability must be put into practice and exercised often for engagement.

4. Ask employees what they think … Make time to talk to organizational members on the ground to understand how they feel. You need to address their needs and concerns before implementing something new. Really listen and let people know they matter.

5. Create change champions … Discover the influencers among members and develop 'change champions' who will lead others within their realm of influence to adopt and sustain change and openly reward them. It takes a team to make the dream work.

6. Stay on top of resistance … Doing things differently will make some organizational members uncomfortable. Be aware of anyone who has a sudden negative attitude and address any dissatisfaction or issues the moment they arise. Contain the cancer.

7. Create new communication channels … Organizational members will require current information and updates, so step up your steam of communication. Maintain visibility, be more accessible for impromptu conversations, and keep members regularly updated.

8. Become an early adopter … When you walk the walk, organizational members will be more inspired to follow your lead. You will be seen as a role model adapting to this change rather than someone telling everyone else what to do.

9. Keep a positive attitude … Change will be stressful and confusing, but you can keep the corporate climate positive by remaining upbeat and enthusiastic. Let people know that if they experience disorientation the team will increase support and encouragement.

10. Give frequent feedback … Personal, immediate feedback can be very motivating as organizational members' roles and responsibilities, and sometimes culture will change. Build their confidence and communicate expectations by providing real-time feedback.

Organizational change requires many levels of cooperation and involve different independent entities within an organization. Practicing a structured approach to change is critical to help ensure a beneficial transition while mitigating disruption.