A METHOD FOR MANAGING CHANGE

It is important that employees of this Department are introduced to high technology with proper training and preparation. To accomplish this, the Human Resource Phases of the introduction of high technology have been developed in line with central agency standards to meet the needs of this organization and to provide a method for introducing change. These seven Human Resource Phases correspond to the seven phases contained in the Administrative Circular No. 7/85 (MFS). For your convenience a copy is in Appendix A of this paper. The method that follows is more appropriate for the introduction of larger automated systems, but managers introducing a number of personal computers may also find it useful.

HUMAN RESOURCE PHASES

PHASE I

1. Project Initiation

This corresponds to the EDP Project Initiation Phase. During this period, managers should state which sites and which employees are potentially affected. At posts, this list should include both Canada-based and locally-engaged employees. This report should include general statements as to how employees might be affected. To help identify affected employees you may find it useful to complete Appendix B for each proposed system. Keep in mind that it is not only the employees who capture and maintain information systems that are affected by them, but also the people who use them.

At the end of this phase you should be able to answer the following questions:

Organization
- What work units are involved?
- How many employees in and outside the work unit will be affected?
- What information is available on the work force? (e.g. term employees, locally-engaged, Canada-based, group and level, sex, official language status, special interest groups)
- Are existing jobs well described and classified?
- Does automation impact in a positive or negative way on career development opportunities?