

Organization

- What will be the expected effect of the proposed system on: organizational structure; staff selection criteria; assignments; locally-engaged staff; classification levels; affirmative action objectives; compensation plans; reporting relations; work flow; areas of responsibility?
- What plan exists to deal with employees who cannot adapt to the new system or who have been declared surplus?

Operations

- How are productivity decreases during implementation to be provided for?
- Do you have enough resources to run two systems in parallel before the old system is discontinued?
- How is the existing layout affected?
- What support services (e.g. maintenance of machinery, lighting, ventilation, electricity, etc.) are required to maintain a healthy, secure, and comfortable working environment?
- Do handicapped employees operating the equipment require special arrangements?
- Have the health and safety standards been applied?

Management of Change

- What type of changes, including training, are to take place?
- Who will be affected?
- How will they be affected?
- When will they be affected?
- Who will be responsible for implementing and managing the changes?

Phase IV Results - The product of Phase IV is a detailed human resource plan that is to accompany the project implementation.

PHASE V

5. Human Resource Materials Preparation

This corresponds to the implementation of the EDP Phases. Prior to starting this phase, managers should review the checklist contained in Part I of this paper. During this phase managers and the Personnel Branch work together to produce any needed organization redesigns, training manuals, teaching aids, course designs, communication releases, union management agreements, personnel policy papers, etc. The testing of a