**Organizational Restructuring Plan**

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| **1. Identification of the needs for change***Include details of the current state and the envisioned future state.* |
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| **2. Goal setting and timeline development***Establish your objectives and a realistic timeline for achieving them.* |
| **Objective** | **Timeframe** |
| *[Enter objective]* | End of May 2024 |
| *[Enter objective]* | June 2024 |
|  | End of 2024 |
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| **3. Workforce analysis***Assess skills, redundancies, and gaps in the current workforce.* |
| Current skills | Skills gaps  | Actions to take |
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| **4. Job redefinition and role alignment***Determine new job descriptions and their roles in the restructured organization.* |
| New job description | Roles  |
| *[Enter job description]* | *[Enter roles]* |
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| **5. Resource reallocation***Manage the redeployment of staff or outsourcing of certain functions.* |
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| **6. Change communication***Develop a comprehensive communication plan that keeps employees informed.* |
| *[Describe the communication plan]* |

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| **7.** **Change management interventions***Implement strategies to help employees cope, adjust, and succeed in the new environment.* |
| *[Describe strategy]* |
| *[Describe strategy]* |
| *[Describe strategy]* |

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| **8.** **Performance management integration***Ensure that performance management systems align with the company's restructured goals.* |
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| **9.** **Legal and compliance measures***Address all legal and compliance issues well in advance of any structural changes.* |
| Legal issue | Date of check |
| *[Enter legal issue]* |  |
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| **10.** **Post-restructuring evaluation***Plan to assess the effectiveness of the restructuring efforts and make any necessary adjustments.* |
| Objective | Status and comments | Date of check |
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