**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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