# Build a Change Sustainment Plan Executive Briefing

### Situation

Organizations invest a lot of time and resources into change initiatives but do not see the return on investment due to a lack of focus on sustainment. Many organizations do not plan for change sustainment beyond the launch of the change.

### Complication

* Leaders often are not actively involved in creating sustainable change, signaling to employees that the change isn’t important.
* Lack of planning for sustaining change in the workplace impacts the ability to obtain the appropriate support and resources needed to sustain the change on an ongoing basis.

### Solution

* Don’t leave sustainment to chance.
* Involve key leaders in planning to build ownership from the start.
* Create a plan to sustain the change until the change becomes business as usual.
* Review and incorporate the appropriate sustainment components into your change sustainment plan.

### Critical Insight

* Sustainment cannot be done well ad hoc. The creation and implementation of a targeted sustainment plan is an integral part of the change process and key to long-term change adoption.



**Get to Action**

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| **1. Gather a sustainment planning team**  | 1. Identify and gain buy-in from your sustainment planning team.
2. Review the project and change plans with the sustainment planning team in preparation for plan design.
3. Establish how you will measure sustainment success.

**Deliverables:*** *Sustainment Plan Workbook*
* *Change Assessment Tool*
* *Case Studies: Build a Change Sustainment Plan*
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| **2. Identify where sustainment is needed** | 1. Prioritize project and change actions for sustainment.
2. Identify the current status of the five core sustainment components.
3. Identify which supplementary sustainment components are needed.

**Deliverables:*** *Sustainment Components Catalog*
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| **3. Build the sustainment plan** | 1. Create a plan for each sustainment component for prioritized project/change actions.
2. Identify sustainment component implementation owners and other stakeholder roles.
3. Secure required resources and budget.
4. Establish a timeline for implementation of the plan.

**Deliverables:*** *Sustainment Owner Planning Template*
* *Standard Focus Group Guide*
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