



QUANTUM CHANGE™

STRUCTURE IMPROVEMENT PROGRAM
MANAGEMENT TOOL



QUANTUM CHANGE™ is a structured improvement and change management tool that ensures the discipline of project management and execution time line planning is applied to drive improvement programs to completion.



Key features of Quantum Change™

- SECURE WEB BASED ACCESS
- MANAGE ACTIVITIES WITHIN A PROJECT BASED FRAMEWORK
- TRACK PROGRESS AGAINST ACTIVITY
- UPLOAD & STORE PROJECT DOCUMENTATION AND DELIVERABLES
- RISK ASSESSMENT AND PROGRAM ISSUES MANAGEMENT
- STAGE GATES TO CONTROL FORMAL APPROVAL AND LEADERSHIP ENDORSEMENT





BUILD IMPROVEMENT PROGRAM ROAD MAP & FRAMEWORK

- User account & security access
- Business function definition
- Project details
- Company or group identification
- Project team assigned

PROGRAM MANAGEMENT SET-UP ADMINISTRATION

- Build activity or process steps road map for improvement program
- Set up sequence of steps and program stage gates

PROGRAM/PROCESS STEPS ROAD MAP

- Identify the key deliverables for each process step or activity
- Upload relevant deliverables as they are prepared

PROGRAM DELIVERABLES DEFINITION

Key Change Management Principles:

- Form a powerful coalition (client & contractor) as a change and challenge agent
- Secure commitment from top management to radical change
- Begin with the end in mind and create a sense of urgency to get there
- Create an organization structure based on goals and assign ownership
- Create a plan that's not perfect (the 80/20 rule applies) and value based
- Engage the first line supervision & implementation team in the whole process
- Communicate the plan and expectations consistently over and over again
- Leverage only the tools and technologies needed for the situation
- Recognize and remove roadblocks to success
- Have metrics to demonstrate success



- Traffic light status indication of progress on deliverables
- Stage gate review points

PROGRAM STATUS REVIEW

- Remote secure access to program & deliverables
- Upload and review access
- Visibility of program to leadership

MULTI-USER AND MEMBER PROGRAM ACCESS

- Program structure & road map
- Visibility of progress
- Results oriented
- Remotely accessible
- Connects teams globally to single program & common workspace

- Add or edit program activities
- Revise sequence of activities

PROGRAM STEPS

- Library of coaching materials for each step in the program
- Upload/Revise materials to suit program needs

COACHING MATERIALS & TOOLS

- Record e-mail or important electronic correspondence
- Upload scanned file for reference and audits

PROGRAM CORRESPONDENCE FOLDER

- Simple risk assessment tool attached to aid in individual steps reviews
- Change management

RISK ASSESSMENT

- Upload area to access specialized analysis tool set
- Program and change management tools

SPECIAL TOOLS

- Identify & track status of program or change management roadblock /issues
- Audit trail on issues

ROADBLOCKS TRACKING

PROGRAM MANAGEMENT SUPPORT