

OCM Work Breakdown Structure

Prepared for: OCM Lead / Project Lead | Initiative: | Assessment Date:

SECTION 1 — WBS FRAMING

This document is the task-level companion to D02 (OCM Project Timeline) for , a 3-6 month, standard-intensity initiative. It decomposes each D02 milestone into discrete, assignable execution tasks the OCM Lead manages day to day; it does not cover technical, operational, or non-OCM project workstreams, which belong to the project manager's own work breakdown structure.

SECTION 2 — WBS TABLE

Phase	Workstream	Task	Owner	Timing	Dependencies
Phase 1: Engage	Strategy & Governance	Review the Change Strategy (D01) draft with incorporate feedback and finalize the Case for Change	OCM Lead	Week 1-2	None
Phase 1: Engage	Strategy & Governance	Brief the leadership coalition and distribute the finalized strategy to the core project team	OCM Lead	Week 2	Depends on: D01 finalized
Phase 1: Engage	Stakeholder & Impact	Validate the stakeholder register with the project team and HR	OCM Lead	Week 1-2	None
Phase 1: Engage	Stakeholder & Impact	Confirm impact severity ratings with department/group leads across all four business areas	OCM Lead	Week 2	None
Phase 1: Engage	Stakeholder & Impact	Finalize the Impact Assessment (D04) and distribute to People Leaders	OCM Lead	Week 3	Depends on: impact severity confirmed
Phase 1: Engage	Communications	Approve the Communication Plan (D06) and channel calendar with route through formal approval	OCM Lead	Week 3-4	Depends on: D01 finalized
Phase 1: Engage	Communications	Draft the Sponsor Announcement and AI Transparency Communication	OCM Lead	Week 3	None

Phase	Workstream	Task	Owner	Timing	Dependencies
Phase 1: Engage	Training & Enablement	Finalize the Training Plan (D08) and Training Program Framework (D09)	Project Team	Week 2-4	None
Phase 1: Engage	Training & Enablement	Confirm training facilitators (L&D Team lead confirmed; site-level facilitators outstanding)	OCM Lead	Week 3	None
Phase 1: Engage	Training & Enablement	Confirm compliance/certification requirements, mandated timelines, and completion-tracking mechanism with the Compliance Owner	Training Facilitator / Compliance Owner	Week 2-3	None
Phase 1: Engage	Adoption Tracking	Establish the Readiness Assessment (D05) baseline	OCM Lead	Week 1-2	None
Phase 1: Engage	Adoption Tracking	Confirm the success metrics anchoring the 90-day adoption review	OCM Lead	Week 2	None
Phase 1: Engage	Champion Network	Finalize the Champion Network Plan (D11); recruit champions via manager nomination across all 14 hubs and 6 regions	OCM Lead	Week 2-4	 CRITICAL
Phase 1: Engage	Reinforcement & Sustainment	Finalize the Reinforcement & Sustainment Plan (D12); confirm escalation owner authority	OCM Lead	Week 3-4	None
Phase 2: Equip	Strategy & Governance	Communicate the strategy to the full manager layer; review progress against active PRI risk flags	OCM Lead	Week 5	Depends on: leadership coalition briefed
Phase 2: Equip	Stakeholder & Impact	Activate group-specific engagement activities; begin resistance monitoring	OCM Lead	Week 5-6	None
Phase 2: Equip	Communications	Launch communications per the plan cadence; stand up feedback channels; bring the Listening Plan (D10) into active operation	OCM Lead	Week 5	Depends on: Champion Network operational (Phase 1 complete)
Phase 2: Equip	Training & Enablement	Deliver phased training across the four site cohorts (~6 weeks); conduct go/no-go gate evaluation per cohort	Training Facilitator	Week 5-10	Depends on: facilitators confirmed
Phase	Training &	Confirm 90%/100% completion	OCM Lead	Week 9-	Depends

Phase	Workstream	Task	Owner	Timing	Dependencies
2: Equip	Enablement	thresholds are met before each cohort's go-live authorization		10	on: training delivered
Phase 2: Equip	Training & Enablement	Report compliance training completion and certification pass rates to the Compliance Owner; confirm before the go-live gate is closed	Training Facilitator / Compliance Owner	Week 9–10	Depends on: compliance requirements confirmed (Phase 1)
Phase 2: Equip	Adoption Tracking	Conduct the mid-point readiness pulse	OCM Lead	Week 8	None
Phase 2: Equip	Champion Network	Brief and activate champions; distribute peer communication templates	OCM Lead	Week 4–5	Depends on: champion recruitment complete
Phase 2: Equip	Reinforcement & Sustainment	Distribute the full Manager Sustainment Toolkit — structured check-in guides, reinforcement prompts, adoption troubleshooting references — to every people manager	OCM Lead	Week 6	Depends on: D09 Manager Enablement Kit finalized
Phase 2: Equip	Reinforcement & Sustainment	Define regression early-warning signals	OCM Lead	Week 6	None
Phase 3: Embed	Strategy & Governance	Conduct the 30/60/90-day adoption review against the Behavioral Success Map	OCM Lead	Go-live +30/+60/+90	Depends on: D13 Dashboard active
Phase 3: Embed	Stakeholder & Impact	Track stakeholder sentiment; re-evaluate the trust dimension at 60 days	OCM Lead	Go-live +60	None
Phase 3: Embed	Communications	Sustain post-go-live communications; establish the pulse check-in cadence	OCM Lead + Sponsor	Go-live onward	None
Phase 3: Embed	Training & Enablement	Make refresher support available; track adoption metrics and address training gaps	Training Facilitator	Go-live +90	None
Phase 3: Embed	Adoption Tracking	Activate the Adoption & Outcomes Dashboard (D13); run pulse check-ins per cadence; keep the escalation protocol live	OCM Lead	Go-live onward	None
Phase	Champion	Champions lead reinforcement	Champion	Go-live	None

Phase	Workstream	Task	Owner	Timing	Dependencies
3: Embed	Network	conversations; activate the recognition protocol	Lead	+90	
Phase 3: Embed	Reinforcement & Sustainment	Conduct the 30/60/90-day leader-modeling check; track policy updates; monitor escalation triggers	OCM Lead + Sponsor	Go-live +30/+60/+90	Depends on: escalation owner named (Phase 1)
Phase 3: Embed	Reinforcement & Sustainment	Confirm Manager Sustainment Toolkit adoption in manager check-ins	OCM Lead	Go-live +30	Depends on: toolkit distributed (Phase 2)

SECTION 3 — EXCLUSIONS AND ADDITIONS NOTE

No workstreams were excluded from this plan. Both Champion Network and Reinforcement & Sustainment are included: the champion-need threshold is met (five high-need conditions active, exceeding the required threshold of four given this initiative's low-awareness/high-resistance profile), and Reinforcement & Sustainment is triggered independently by both this organization's mixed change history (change_history_code = B) and an overall Moderate PRI risk band. Two flag-driven task sets were added beyond the standard task library: the COMPLIANCE_TRAINING_SCOPE flag added two Training & Enablement rows (confirming compliance requirements in Phase 1, and reporting completion/certification results in Phase 2) because this change includes policy and compliance impacts. The MANAGER_SUSTAINMENT_TOOLKIT_DIRECTIVE flag expanded the standard Phase 2 Reinforcement & Sustainment task from a generic "distribute manager reinforcement tools" line to the full Manager Sustainment Toolkit specified in D09, and added a Phase 3 confirmation row — this reflects that manager readiness is currently minimal and post-go-live visibility is being carried substantially by managers who need real equipment, not a lighter-weight tool set. Neither go-live-blocking condition (unconfirmed leader modeling commitment, or no named escalation owner) is active in this assessment — leader modeling is committed and the escalation owner role is named — so no blocking prerequisite rows were required at the top of this table.

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The GOccelerate People Risk Index (PRI) is a formative, expert-derived index of people and adoption risk across four dimensions — Leadership, Stakeholder, Capability, and Sustainment — grounded in established organizational change management practice. Dimension scores reflect equally weighted, normalized risk points assigned through expert judgment rather than statistically estimated weights. Baseline results derive from a structured intake completed by a single informant and reflect that respondent's knowledge of the organization at the time of assessment; the accompanying Data Confidence indicator reflects the completeness of the information provided. Risk bands are provisional and subject to recalibration as GOccelerate's outcome-validation program accumulates post-implementation adoption data.