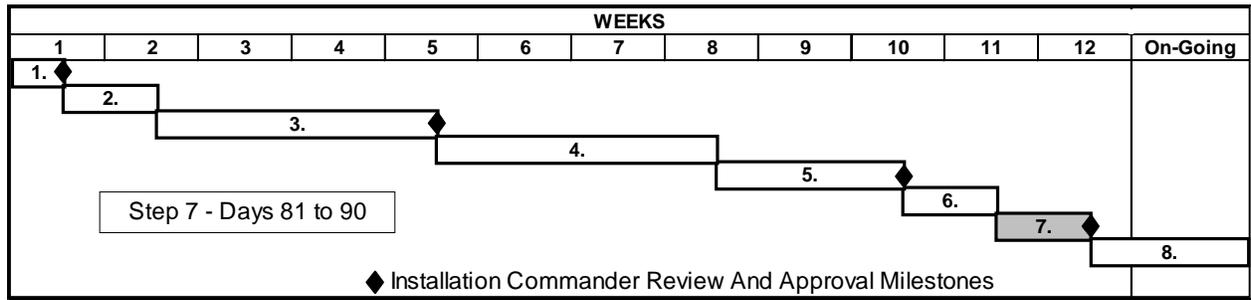


STEP 7: PREPARE CHANGE IMPLEMENTATION PLAN



7.1 OVERVIEW

The purpose of Step 7 is to prepare the change implementation plan to be presented to the installation commander and others for approval and execution.

7.2 PREPARE CHANGE IMPLEMENTATION PLAN

This step involves prioritizing the strategies selected in Step 6 from the highest potential improvement payback to lowest. This prioritized listing of strategies will normally provide the recommended change implementation plan for the installation. This plan in turn should drive resource allocation decisions for implementing the plan. In an environment of competing resource allocation, the highest priority strategy according to potential improvement payback should receive the first allocation of resources to implement it, and so forth. Occasionally, there will be a compelling reason to execute a lower priority strategy ahead of other strategies. This possibility needs to be considered while performing this step. The change implementation plan should include a discussion of the rationale for priority placement of each strategy in the plan.

Exhibit 13 includes a worksheet for preparing the change implementation plan.

CO Tip: The BUA team prioritizes strategies from highest payback to lowest for your review and approval.

7.3 PROVIDE IMPLEMENTATION PLAN PRESENTATION TO INSTALLATION COMMANDER FOR APPROVAL

On completion of the plan, the basic BUA process is nearing completion. All that remains is to present the overall business unit analysis and change implementation plan to the installation commander for approval and subsequent implementation. This presentation should build on previous presentations to the installation commander and include the following:

- 1) A review of the material presented to the commander in the last update at the conclusion of Step 5 including:
 - Base mission (from Step 2);
 - List of installation customers and the major products provided them (from Step 2);
 - LCBM chart showing core businesses, functions and sub-functions (from Steps 2 & 3);

- Textual description of the core businesses, functions and sub-functions (from Step 3);
 - Highlights of customer satisfaction surveys, good and bad (from Step 3);
 - Summary of main event costs (from Step 4);
 - Results of benchmarking (from Step 5);
 - Focus areas selected as targets for improvement (from Step 5);
- 2) Analysis of strategies for change (from Step 6); and

- 3) Proposed change implementation plan for installation commander approval (from Step 7).

7.4 INSTALLATION COMMANDER APPROVAL AND IMPLEMENTATION

Upon the installation commander's approval of the change implementation plan, core business area, function, and sub-function managers should be placed in the "lead" to implement the approved performance improvements.

7.5 PRODUCTS OF THIS STEP

- Change implementation plan
- CO decision presentation

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