

Change Implementation Minutes

Date: March 10, 2024

Time: 2:00 PM

Location: Buffalo Boardroom

Attendees:

- Philasande Bhani
- Themba Zwane
- Nelisiwe Sibiyi
- David Bush

Agenda:

1. Presentation of the change management plan.
2. Discussion on roles and responsibilities.
3. Finalization of the implementation timeline.
4. Next steps and action items.

Minutes:

1. Presentation of Change Management Plan:

- Philasande Bhani presented the finalized change management plan, outlining the implementation strategy, timeline, and roles and responsibilities.
- The team reviewed the plan and provided feedback on areas that required clarification or adjustment.

2. Discussion on Roles and Responsibilities:

- Themba Zwane confirmed his role as the executive sponsor and expressed commitment to providing necessary support for the initiative.
- Nelisiwe Sibiyi and David Bush agreed to serve as champions for fostering innovation within their respective teams and pledged to actively promote the change initiatives.

3. Finalization of the Implementation Timeline:

- The team discussed and finalized the timeline for each component of the implementation strategy, ensuring alignment with organizational priorities and resource availability.

4. Next Steps and Action Items:

- Philasande Bhani agreed to distribute the finalized change management plan to all stakeholders and initiate the implementation process.

- Nelisiwe Sibiya and David Bush committed to communicating the change initiatives to their teams and soliciting feedback to ensure buy-in and participation.