

Restructuring task list

Use this task list to plan your restructure process timeline.

Step	Task	Suggested Timeframe	Planned completion date	Date completed
1	Document restructure proposal	Complete before announcing restructure		
2	Invite people to a meeting to hear about the proposed restructure	Allow a few working days between sending the invitation to the meeting and holding the meeting		
3	Hold a meeting to discuss the restructure	Allow enough time during the meeting to discuss the proposal and to answer questions		
4	Gather feedback about the proposal	At least one week		
5	Consider feedback and make a decision. <i>If you still think your original proposal is best, go to Step 6. If you want to change your proposal, go back to Step 1.</i>	A few days after the feedback deadline		
6	Confirm the structure in writing to all employees. <i>For those roles affected (made redundant or change in responsibilities) you'll need to provide personalised written notification. If any roles are being made redundant, go to Step 6 of the Redundancy task list.</i>	As soon as you make your decision		

For more information, see [Business.govt.nz](https://business.govt.nz)'s Hiring and managing people section.