Restructuring task list

Use this task list to plan your [restructure process](https://www.business.govt.nz/hiring-and-managing/getting-the-best-from-people/team-restructuring/) timeline.

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| 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.  *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.* | A few days after the feedback deadline |  |  |
| **6** | Confirm the structure in writing to all employees.  *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.* | As soon as you make your decision |  |  |