***BUSINESS MERGER ACTION PLAN***

**This Action Plan is for the project management of the merger of two companies.**

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| **Phase 1: Commercial Agreement** | | |
| **Action-step** | **Coordinator** | **Date by** |
| Decision:- does it fit? Are all parties comfortable? |  |  |
| Partners to agree commercial aspects of merger arriving at Heads of Agreement |  |  |
| Satisfy any conditions of Heads of Agreement |  |  |
| Meetings between key members of staff and management |  |  |

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| **Phase 2: Planning** | | |
| **Action-step** | **Coordinator** | **Date by** |
| Partners to agree Vision for merged firm and communicable message |  |  |
| Plan “Fit Quick” Phase - below |  |  |
| Inform staff  Staff meet-and-greet |  |  |
| Identify key members of staff for implementation teams – see below phases |  |  |
| Logistics –   * identify dates, * identify furniture etc to move, * physically moving office, * informing clients * telephone numbers/forwarding * mail/forwarding |  |  |

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| **Phase 3: Fit Quick** | | |
| **Action-step** | **Coordinator** | **Date by** |
| State and communicate Vision, Mission, Values Statement |  |  |
| Discuss team structures and client portfolios and blend both  sets, resourcing client portfolios with appropriate staff experience |  |  |

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| Clarify functional responsibilities and reporting lines for both client work and internal function e.g, HR, Marketing, etc. |  |  |
| Plan Work Quick – see below. |  |  |
| Settle staff contracts transfers |  |  |
| Staff engagement exercises with new entity, vision, brand, leadership and where to now? |  |  |

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| **Phase 4: Work Quick** | | |
| **As soon as physical move is made: Executive led, but integration teams can be identified to implement. General process is for teams to conduct analysis, discuss recommendations with management and implement integration** | | |
| **Action-step** | **Coordinator** | **Date by** |
| Analyse and plan to move systems over (or not, or phase out):- |  |  |
| Compare Procedures manuals and integrate |  |  |
| Train staff in new systems and software:-   * Initial formal sessions? * Identify “product champions” as go-to people |  |  |

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| **Phase 5: Grow Quick** | | |
| **Executive-led, involving middle-managers; generally commencing after substantial integration of people and systems achieved.** | | |
| **Action-step** | **Coordinator** | **Date by** |
| Plan “Grow Quick” Phase – as follows. |  |  |
| Vision/internal branding communication strategy |  |  |
| Action the movement of staff into customer portfolios/responsibility areas |  |  |
| Conduct Marketing Plan |  |  |
| Establish continuous review |  |  |