

PW-ACR-669

OEP Organizational Development Activities Overview



A BECHTEL TECHNOLOGY & CONSULTING COMPANY

In Association with:
York & Associates

January 2000 – May 2001



Support to the Development of the
National Energy Environmental Strategy
Egyptian Environmental Policy Program
Task Order Number: 23865-805

Contract
LAG-I-00-98-010006-00

23865-805-0033

ORGANIZATIONAL DEVELOPMENT PROCESS

STAGE 1: ASSESSMENT (ODA)

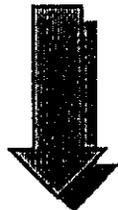


ORGANIZATIONAL DEVELOPMENT ASSESSMENT

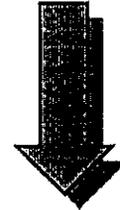
- *Organizational Mission/objectives*
- *Staff*
- *Equipment and Facilities*



STAGE 2: WORK PROCESS IMPROVEMENT



**STRATEGIC PLANNING
STAFF TRAINING**



STAGE 3: IMPLEMENTATION

- REENGINEERING**
- *Organization Structure*
 - *Systems and Procedures*
 - *Facilities and IT systems*

-2.

ORGANIZATION DEVELOPMENT: Stage 1: Assessment

ORGANIZATION DEVELOPMENT ASSESSMENT (ODA)

Pre ODA Activities

- Job analysis Survey
- Organization Survey

ORGANIZATION DEVELOPMENT INCEPTION WORKSHOP

ODA Assessment Development Activities

- Organization
- Human Resources
- Information Technology
- Facilities

ORGANIZATION DEVELOPMENT ASSESSMENT REPORT

- Training Needs Assessment – DT2
- Staff Development Assessment
- Leadership Development Assessment

ORGANIZATION DEVELOPMENT: Stage 2: Work Process Improvement

STRATEGIC PLANNING

- Pre Strategic Planning Activities
- Scope of Plan
- Select Planning Committee (C.W.G.)
- Strategic Planning Retreat
- Strategic Planning Training Sessions
- Development of Division SWOTS and Reports
- C.W.G. Creates Draft Strategic Plan
- OEP/Nexant Review Process
- Plan Approval by OEP Chairman and Board of Directors

STAFF TRAINING AND DEVELOPMENT

- Leadership Development Concept Paper
- Teambuilding Training – DT2
- Strategic Planning Training – DT2
- Change Management Training

ORGANIZATION DEVELOPMENT: Stage 3: Implementation

REENGINEERING

- **Organizational Structure**
 - New Organization Chart
 - Management Position Descriptions
 - OEP Job Review Committee Review
 - Position Description Review finalized
 - Organization Chart and Position Descriptions
 - Approval by OEP Chairman/OEP BOD
 - Approval by GOE Administration Agency

- **Systems and Procedures**
 - Operations and Administration
 - Associated Staff Training

- **Facilities Upgrade**
 - New Building
 - Upgrade IT Systems

ACTIVITIES TO DATE

STAGE 1:ASSESSMENT

Pre ODA Activities	1/2000
• Job analysis Survey	1/2000
• Organization Survey	1/2000
Organization Development Inception Workshop	1/2000
ODA Assessment	1/2000-3/2000
• Organization	
• Human Resources	
• Information Technology	
• Facilities	
Organization Development Assessment Report	5/2000
• Training Needs Assessment – DT2	3/2000
• Staff Development Assessment	3/2000
• Leadership Development Assessment	6/2000

ACTIVITIES TO DATE (cont.)

STAGE 2

STAFF TRAINING AND DEVELOPMENT

- Leadership Development Concept Paper 6/2000
- Teambuilding Training – DT2 6/2000
- Strategic Planning Training – DT2 9&11/2000
- Change Management Training 4&5/2000

STRATEGIC PLANNING

- Pre Strategic Planning Activities 4/2000
- Scope of Plan 4/2000
- Select Planning Committee (C.W.G.) 5/2000
- Strategic Planning Retreat 7/2000
- Development of Division SWOTS and Reports 9&10/2000
- C.W.G. Creates Draft Strategic Plan 10&11/2000
- OEP/Nexant Review Process 11/2000
- Plan Approval by OEP Chairman and Board of Directors Not complete

ACTIVITIES TO DATE (cont.)

STAGE 3:

REENGINEERING:

Organization Structure:

- | | |
|--|--------------|
| •New Organization Chart | 12/2000 |
| •Management Position Descriptions Draft | 1&2/2001 |
| •OEP Job Review Committee Reviews Draft | 3/2001 |
| •Position Description Review finalized | Not complete |
| •Organization Chart and Position Description | Not complete |
| • Approval by OEP Chairman/BOD | |

Systems and Procedures

Not Started

ACTIVITIES TO DATE SUMMARY

OVERALL:

- ORGANIZATION DEVELOPMENT ASSESSMENT (ODA) complete
- STAFF TRAINING AND DEVELOPMENT ongoing
- STRATEGIC PLANNING in progress
- REENGINEERING In progress

Recommendations

➤ ACCELERATE THE PROCESS

- FINALIZE STRATEGIC PLAN**
- OBTAIN BOARD OF DIRECTORS AND MINISTERIAL APPROVALS**
- CONTINUE TRAINING AND DEVELOPMENT**
- FINALIZE POSITION DESCRIPTIONS**
- GET APPROVAL OF NEW ORGANIZATION CHART AND POSITION DESCRIPTIONS**
- INITIATE WORK ON NEW SYSTEMS DEVELOPMENT**