

Project Leader Organization Change Management

SAVE



The Home Depot
Anywhere

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Work from home
Full-time

Job highlights

Identified by Google from the original job post

Qualifications

- Typically requires overnight travel less than 10% of the time
- Most of the time is spent sitting in a comfortable position and there is frequent opportunity to move about
- Must be eighteen years of age or older
- Must be legally permitted to work in the United States
- The knowledge, skills and abilities typically acquired through the completion of a bachelor's degree program or equivalent degree in a field of study related to the job
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- Ability to perform detailed analyses as well as create executive summaries of the analyses
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Responsibilities

- Additionally, the business transformation mandate requires end-to-end process streamlining and standardization, simplifying the Finance function, supporting enhanced analytics and enabling highly flexible reporting through “One Ledger” architecture
- To deliver these mission critical objectives, The Project Leader of Organizational Change Management will support the following transformational areas:
- Stakeholder Planning, Alignment and Engagement
- End-user Readiness and Training
- Overall Program Communication and
- Change Management Reporting and Insights
- The Project Leader supports the Change Management function of the One Finance reporting to the OCM Senior Manager
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Ability to present and defend own work and work of others to senior leadership

- Ability to work independently

Responsible for supporting change management delivery and industry-leading principles aligned to processes and SAP system functionalities pertaining to assigned functional areas

- In addition, collaborating with cross-functional teams to assess changes and impacts across various departments and teams

- Manager and program leadership, the Project Leader will support the design, development and implementation of change management strategies and plans

- Support development of change management scope, strategy, approach, and deliverables

- Identify and manage anticipated resistance to change, the impact of change across diverse stakeholder groups and strategies to support the overall change plan

- Conduct thorough stakeholder analysis to identify key influencers and potential challenges to change adoption

- Author and deliver communication plans to ensure that associates are well-informed about the upcoming changes and benefits

- Partnering with project team and SMEs to develop communication plans including newsletters, presentations, end-user Playbooks, User Guides, and FAQs documentation

- Develop & execute document review process to ensure accuracy and correctness of content and language

- Contribute to lessons learned sessions to ensure the continuous improvement of change methods and processes

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Track and evaluate progress and outcomes of change initiative, feedback collection and insights to for continuous improvements

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Create and define success metrics and readiness assessments for change

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Supports training approach and plan; content development and end-user training execution

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40% PROJECT CONTROL - Develops an effective plan for controlling project scope, schedule and cost, and monitors project execution to ensure that the plan is being followed

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Creates and effectively coordinates documentation to explain changes or potential changes to the baseline and ensures the approved changes

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30% PROJECT COMMUNICATIONS - Develops an effective plan for communicating project information to the project team and to the project stakeholders

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Develops written status reports and scorecards and creates/presents project review documents to senior leadership

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10% PROJECT RISK ASSESSMENT - Leads the definition of project risks and the required mitigation approaches

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Monitors project activities for the occurrence of

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risks and takes timely action to escalate or mitigate the risk

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Advises project team members and stakeholders of actions required or completed

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10% PROJECT LESSONS LEARNED - At the completion of a project or project phase, captures key lessons learned and communicates to peer Project Leaders

- Effectively applies lessons learned in subsequent projects

- 10% PROJECT ENVIRONMENT - Shares responsibility with the project leadership for providing a good working environment

- Ensures teams are staffed, duties and

- responsibilities are understood by everyone and that an inclusive environment is maintained

- Reports to OCM Sr

- Located in a comfortable indoor area

Job description

Position Purpose: One Finance is a multilayer, multiyear enterprise initiative to Simplify The Home Depot's Financial Systems landscape, Transform Finance Function and Support the success of One Home Depot vision. Delivering on One Finance objectives are critical and foundational for achieving the Interconnected Retail experience through execution of Enterprise Priorities and Commons (EPiCs). The Home Depot's Finance Systems landscape, consisting of heavily customized applications on disparate platforms and databases, is complex and outdated. The current version of the core Finance System, SAP ECC, will go out of support and will be migrated to SAP S/4HANA on the Google Cloud Platform. Additionally, the business transformation mandate requires end-to-end process streamlining and standardization, simplifying the Finance function, supporting enhanced analytics and enabling highly flexible reporting through "One Ledger" architecture. To deliver these mission critical objectives, The Project Leader of Organizational Change Management will support the following transformational areas: • Stakeholder Planning, Alignment and Engagement • End-user Readiness and Training • Overall Program Communication and • Change Management Reporting and Insights The Project Leader supports the Change Management function of the One Finance reporting to the OCM Senior Manager. Responsible for supporting change management delivery and industry-leading principles aligned to processes and SAP system functionalities pertaining to assigned functional areas. In addition, collaborating with cross-functional teams to assess changes and impacts across various departments and teams. Task may include but are not limited to: Under the direction of the Sr. Manager and program leadership, the Project Leader will support the design, development and implementation of change management strategies and plans. • Support development of change management scope, strategy, approach, and deliverables • Collaborate with cross-functional teams to assess the change impact of the transformation across various departments and teams. • Identify and manage anticipated resistance to change, the impact of

change across diverse stakeholder groups and strategies to support the overall change plan • Conduct thorough stakeholder analysis to identify key influencers and potential challenges to change adoption. • Author and deliver communication plans to ensure that associates are well-informed about the upcoming changes and benefits. • Partnering with project team and SMEs to develop communication plans including newsletters, presentations, end-user Playbooks, User Guides, and FAQs documentation. • Develop & execute document review process to ensure accuracy and correctness of content and language. • Contribute to lessons learned sessions to ensure the continuous improvement of change methods and processes • Track and evaluate progress and outcomes of change initiative, feedback collection and insights to for continuous improvements. • Create and define success metrics and readiness assessments for change. • Supports training approach and plan; content development and end-user training execution

Key Responsibilities: • 40% PROJECT CONTROL - Develops an effective plan for controlling project scope, schedule and cost, and monitors project execution to ensure that the plan is being followed. Creates and effectively coordinates documentation to explain changes or potential changes to the baseline and ensures the approved changes • are implemented. • 30% PROJECT COMMUNICATIONS - Develops an effective plan for communicating project information to the project team and to the project stakeholders. Develops written status reports and scorecards and creates/presents project review documents to senior leadership. • 10% PROJECT RISK ASSESSMENT - Leads the definition of project risks and the required mitigation approaches. Monitors project activities for the occurrence of • risks and takes timely action to escalate or mitigate the risk. Advises project team members and stakeholders of actions required or completed. • 10% PROJECT LESSONS LEARNED - At the completion of a project or project phase, captures key lessons learned and communicates to peer Project Leaders. Effectively applies lessons learned in subsequent projects. • 10% PROJECT ENVIRONMENT - Shares responsibility with the project leadership for providing a good working environment. Ensures teams are staffed, duties and • responsibilities are understood by everyone and that an inclusive environment is maintained.

Direct Manager/Direct Reports: • Reports to OCM Sr. Manager. • This role has no direct reports.

Travel Requirements: • Typically requires overnight travel less than 10% of the time.

Physical Requirements: • Most of the time is spent sitting in a comfortable position and there is frequent opportunity to move about. On rare occasions there may be a need to move or lift light articles.

Working Conditions: • Located in a comfortable indoor area. Any unpleasant conditions would be infrequent and not objectionable.

Minimum Qualifications: • Must be eighteen years of age or older. • Must be legally permitted to work in the United States.

Preferred Qualifications: • Working knowledge or exposure to SAP ECC (FICO) or S/4 Simple Finance • Domain Store Operations, Merchandising, Supply Chain and Finance experience required • Knowledge or exposure to Finance and Accounting Functions • Ability to support development develop and implement strategies that support the objectives of the company • Able to effectively communicate with all departments and levels of associates through both verbal and written methods • Critical thinking skills; using logic to identify strengths and weaknesses of alternative solutions, applying general rules to specific problem • 3-5 years of proven experience in structured Organizational Change Management methodologies, tools and best practices such as Prosci ADKAR • Proven experience supporting change management as part of large-scale business transformations using ERP solution (preferably SAP). • Authoring communications and presentations, creating training materials, and contributing to foundational change management deliverables. • Excellent communication and interpersonal skills, with the ability to influence and engage stakeholders. • Exceptional team player with problem-solving and analytical abilities • Familiarity and experience with Store Ops, Supply Chain, Merchandising and Finance leveraging tools and technology platforms to support change management efforts. • Ability to demonstrate business and people acumen; and ability to discriminate between symptoms and root causes, and work through touch change issues • Ability to think creatively to bring new ideas and concepts to life through storytelling and visualization.

Minimum Education: • The knowledge, skills and abilities typically acquired through the completion of a bachelor's degree program or equivalent degree in a field of study related to the job.

