Transition into a Direct Leadership Position

PHASE I: PREPARATION (Notification to D-1)
• Step 1: Gain Understanding of the Organization
• Step 2: Develop a Transition Plan
• Step 3: Conduct a Self-Assessment
• Step 4: Produce Initial Leader Transition Documents
• Step 5: Complete Mandatory Leader Transition Events and Requirements
• Step 6: Prepare for Change of Command or Change of Responsibility ceremony
• Step 7: Complete Installation In-Processing Requirements

PHASE II: FIRST DAY (D Day)
• Step 1: Execute Change of Command or Responsibility ceremony
• Step 2: Establish First Day Priorities

PHASE III: INITIAL ASSESSMENT (D+1 to D+30)
• Step 1: Expedite Learning to Assess the Organization and Your Subordinates
• Step 2: Build Credibility as the New Leader
• Step 3: Determine Preliminary Findings and Initial Assessment
• Step 4: Validate Preliminary Findings and Initial Assessment
PHASE IV: ORGANIZATIONAL ALIGNMENT & TEAM BUILDING  
(D+31 to D+60)  
• Step 1: Review and Develop Organizational Alignment – Vision or Focus, Mission, Goals, Objectives  
• Step 2: Establish Key Milestones  
• Step 3: Secure Quick Wins and Short-term Victories Identified Earlier  

PHASE IV: ORGANIZATIONAL ALIGNMENT & TEAM BUILDING  
(D+31 to D+60)  
• Step 4: Consider Organizational Redesign  
• Step 5: Build the Team  
• Step 6: Establish a Sense of Urgency  

PHASE V: ESTABLISHING ROUTINES  
(D+61 to D+90)  
• Step 4: Build Coalitions Internally and Externally  
• Step 5: Eliminate Needless Constraints  

PHASE V: ESTABLISHING ROUTINES  
(D+61 to D+90)  
• Step 1: Establish Routine Meetings  
• Step 2: Initiate Organizational Communication / STRATCOM Plan  
• Step 3: Build and Sustain Knowledge Management Systems  

PHASE VI: SUSTAINING  
(D+91 and Ahead)  
• Step 1: Manage Organizational Systems and Operations  
• Step 2: Facilitate the Next Transition