



Checklists and Reminders

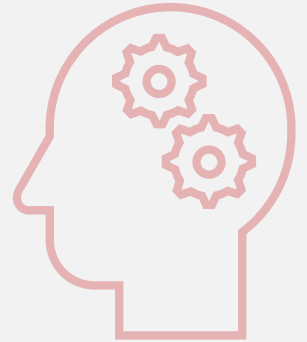
Know what you need to succeed

Aspirus Health on November 1 is going live with our implementation of Infor CloudSuite Financial and Supply Management (FSM) as well as the Epic-related changes, including the new CDM/Chargemaster.

**All links within this document are to the intranet, which requires network access.*

SELF CHECKLIST & REMINDERS FOR LEADERS

- ✓ **Stay current with Infor Intranet site and communications**, including the DAILY emails that begin on November 1 (all employees will receive a top issues email; another will be sent to VPs and above).
- ✓ **Bookmark the site**, as well as favorite site pages or resources (including resources within the Learning Library).
- ✓ Know who the (Infor) **Power Users** or (Epic) **Super Users** are for your area.
- ✓ **Vent any frustrations UP to your leader**, or to peers, never down to your team.
- ✓ Manage your own mind and emotions – this will help **set the tone for your team**.
- ✓ **Everything can be solved** with the resources we have, and when we work together.
- ✓ **Mindsets you can practice**, which will then spread and replicate by example to others:
 - ✓ Get comfortable being uncomfortable, the comfort will grow back.
 - ✓ Be okay with not having all the answers, and focus on what you DO know.
 - ✓ Be resourceful and leverage the toolbox we've given you, along with the team of people supporting you.



LEADER CHECKLIST FOR GUIDING TEAMS THROUGH ADOPTION

Full Adoption is a Process – It is Not an Event

- ✓ Keep the **change curve** in mind ... it is **fluid and dynamic**, not one-directional or linear.
- ✓ Leverage **change leader resources** to help you assess how your team is managing through the change, and determine the most appropriate actions.
- ✓ November 1 isn't the final finish line – it's mile 17 of the marathon – **keep engaging your teams proactively and often, through adoption**.
- ✓ Communication, communication, communication – keep communication and engagement open; **keep inviting discussion and questions**. Sometimes the best discussion comes from questions that don't pop out in the first layer of questions – keep asking “what else, what else”, and allow space for that “gem”.
- ✓ Proactively plan some **questions that can address any “swirl”** on your team.
- ✓ Keep your team focused on **what they DO know**, and **what they CAN do**.
- ✓ **Give people the space and grace for necessary experiential learning, new behaviors and integration of knowledge**.

