

**Dosbarth Feistr -- Rheoli
Newid yn Effeithiol
ac yn Effeithlon**

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***Masterclass - Managing
Change Effectively and
Efficiently***

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Rhan Un

Cyflwyniad i Reoli Newid

Rhan Dau

**Defnyddio Rheolaeth Prosiect i reoli
prosiectau newid**

Part One

Introduction to Managing Change

Part Two

***Using Project Management to
manage change projects***



Newid yw'r unrhyw
beth cyson

*Change is the only
constant*

Pan fydd gwyntoedd newid
yn chwythu ..



*When the winds of change
blow ...*

Mae rhai pobl yn codi waliau.

Some people build walls.

Tra bod eraill yn codi meilnau gwynt!

While others build windmills!



Pam Newid?

Nifer o ffactorau yn golygu fod newid yn y Sector AU yn **angenrheidiol**:

- Gwleidyddol
- Economaidd
- Cymdeithasol
- Technolegol

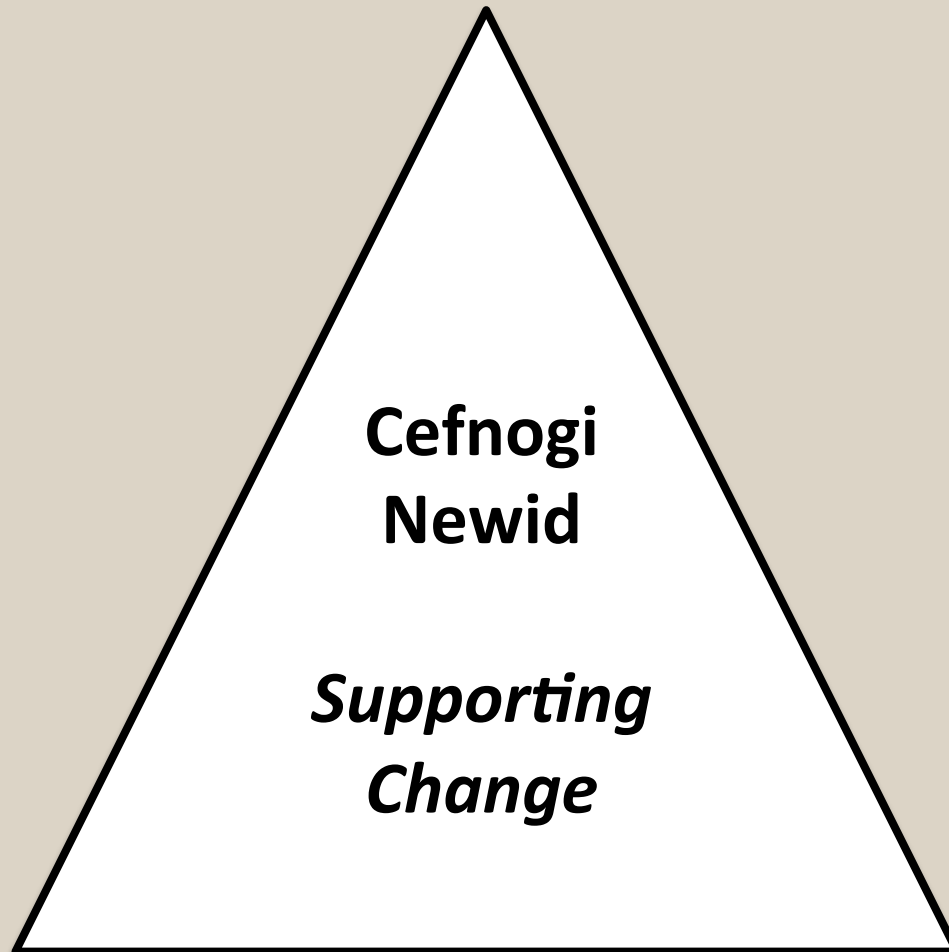
Why Change?

*Number of factors make change in the HE Sector **necessary**:*

- *Political*
- *Economic*
- *Social*
- *Technological*

Newid Ar Bob Lefel

Change On All Levels



Newid Sefydliadol /
Organisational Change

Newid o Fewn Grwpiau /
Change In Groups

Newid Ar Lefel Unigol /
Change For Individuals

Newid Sefydliadol

Camau Kotter:

- Creu Teimlad o Frys
- Sefydlu Clymblaid Gryf
- Datblygu Gweledigaeth
- Cyfleu'r Weledigaeth
- Grymuso Eraill
- Sicrhau Enillion Tymor Byr
- Cynhyrchu Mwy o Newid
- Angori'r Diwylliant Newydd

Organisational Change

Kotter's Steps:

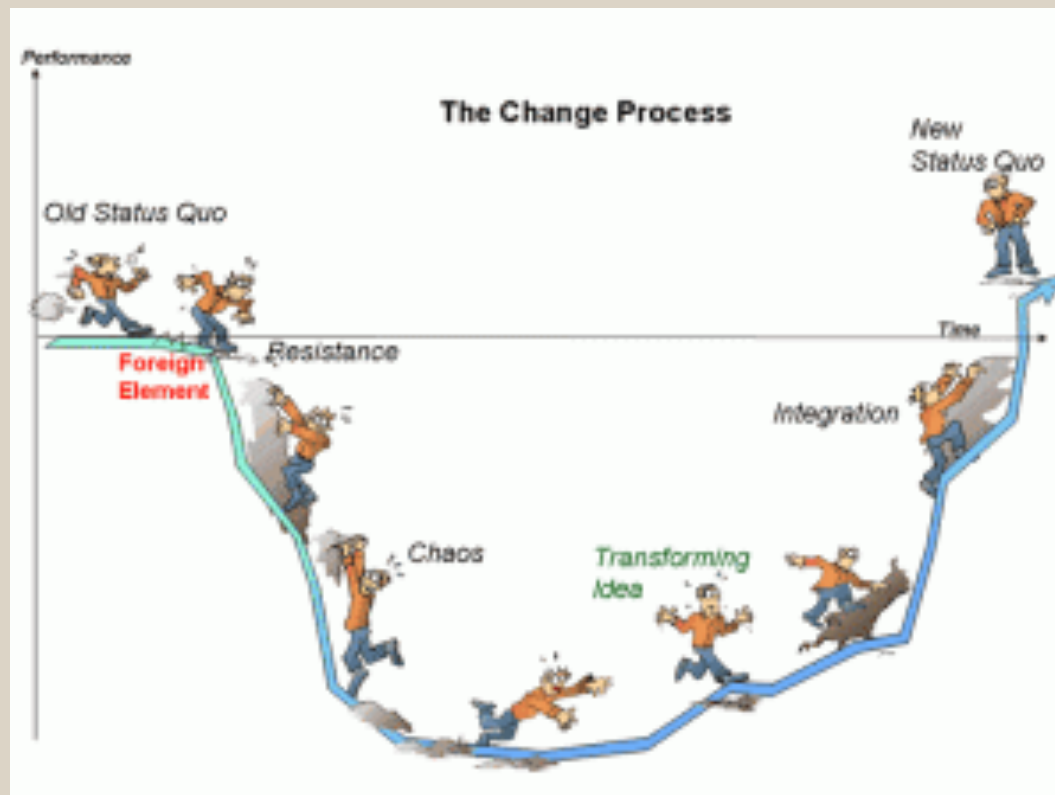
- *Create a Sense of Urgency*
- *Form a Powerful Coalition*
- *Create a Vision*
- *Communicate the Vision*
- *Empower Others*
- *Create Short-term Wins*
- *Create More Change*
- *Anchor the New Culture*

Newid o Fewn Grwpiau

Change In Groups

Model Virginia Satir:

The Virginia Satir Model:

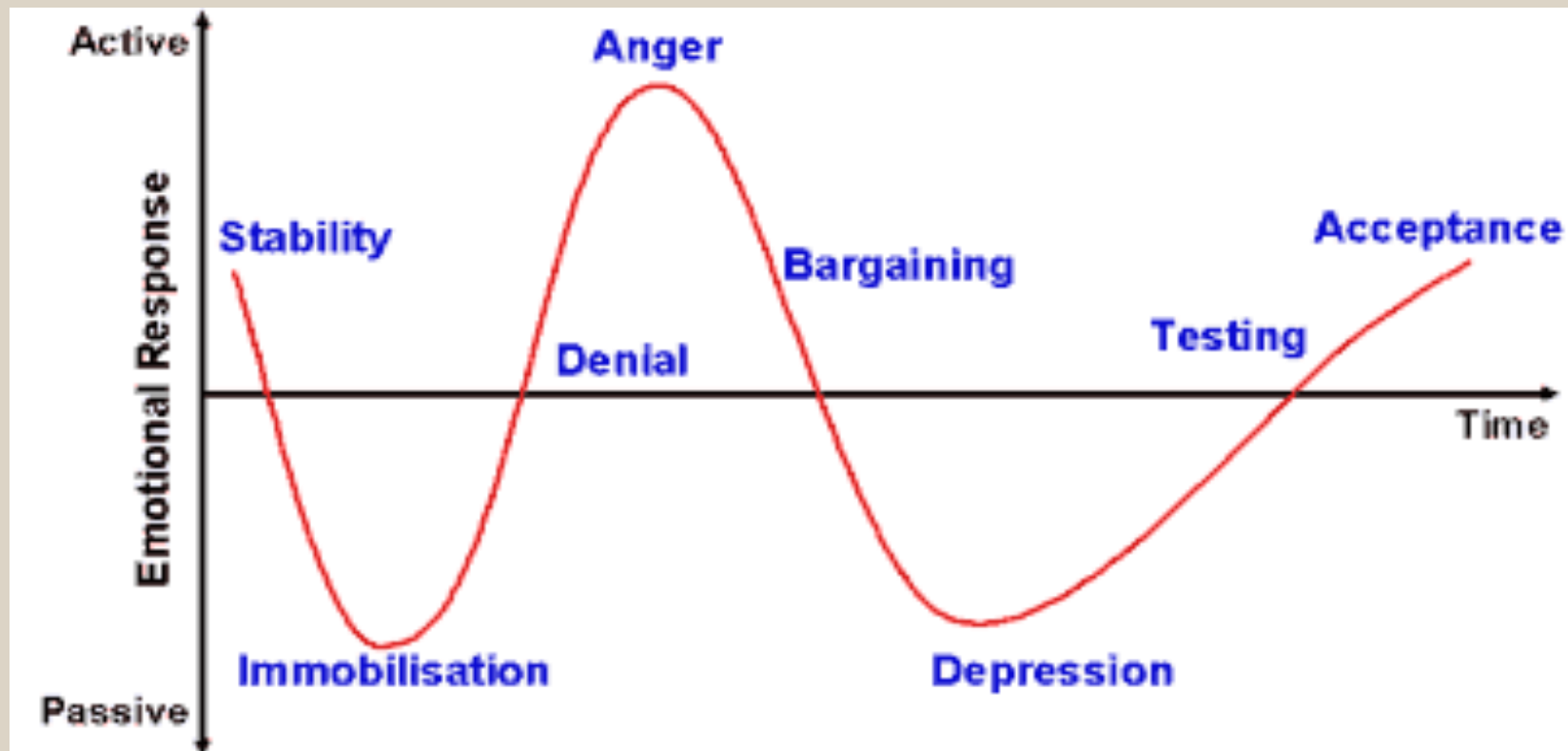


Newid Ar Lefel Unigol

Change For Individuals

‘Cromlin Newid’ **Kubler-Ross**

*The **Kubler-Ross** ‘Change Curve’*



Rhwystrau neu Esgusodion? *Barriers or Excuses?*

- Diffyg amser
- Diffyg adnoddau
- Diffyg systemau
- Diffyg capasiti a sgiliau
- Dim gweledigaeth glir o'r budd
- Ansicr pwy sydd yn arwain newid
- Rhy brysur
- Hawdd gwneud dim
- Ofn y newydd
- Diddordeb cynnal y 'status quo'
- *Lack of time*
- *Lack of resources*
- *Lack of systems*
- *Lack of capacity and skills*
- *No clear vision of the benefit*
- *Unclear who's leading change*
- *Too busy*
- *Easier doing nothing*
- *Fear of the new*
- *Vested interest in the status quo*

Dileu Rhwystrau

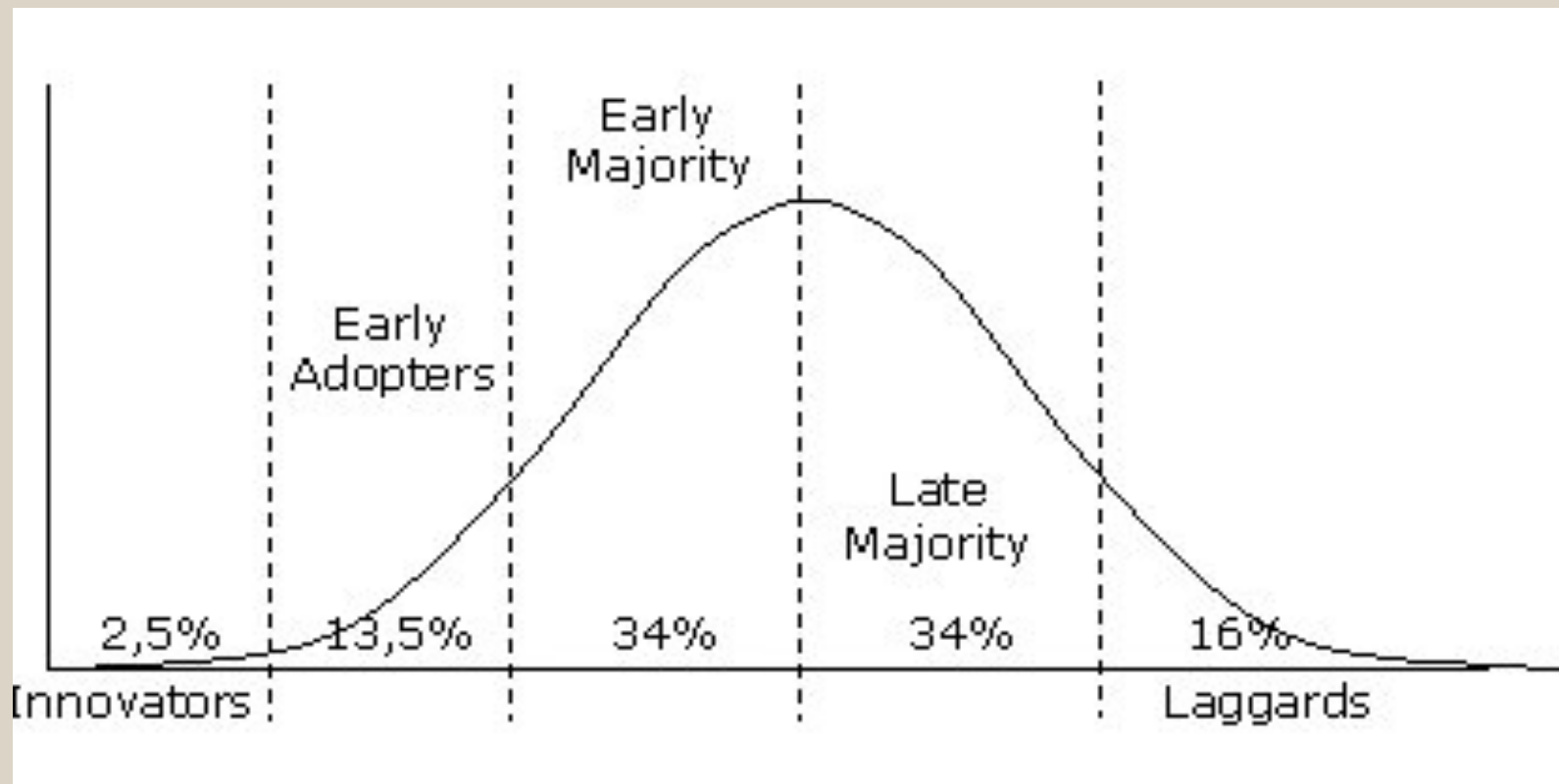
- Deall y rhwystrau a'r rhai sydd yn creu rhwystrau i newid
- Cynllunio a Pharatoi
- Meddwl am y Cwsmer
- Achos Busnes Cyflym
- Camau Bach
- Arwain Drwy EsiampI
- Creu Eiriolwyr / Pencampwyr Newid

Removing Barriers

- *Understand the barriers and those creating barriers to change*
- *Plan and Prepare*
- *Think Customer*
- *Quick Business Case*
- *Easy Steps*
- *Be The Example*
- *Create Advocates / Change Champions*

Gweithredu Newid

Implementing Change



Gwreiddio Newid

- Dangos Cynnydd
- Hyrwyddo a Chydnabod Llwyddiant
- Angori'r Newid Mewn Systemau
- Arwain Drwy Esiampl

Embedding Change

- *Demonstrate Progress*
- *Promote and Acknowledge Success*
- *Anchor in Systems*
- *Lead By Example*

Pan fydd gwyntoedd newid
yn chwythu ..



Bydd MWY o bobl yn codi meilnau
gwynt!

*MORE people will be building
windmills!*

*When the winds of change
will blow ...*

Bydd LLAI o bobl yn codi waliau!

LESS people will be building walls!



Rhan Un

Cyflwyniad i Reoli Newid

Part One

Introduction to Managing Change

Rhan Dau

**Defnyddio Rheolaeth Prosiect i reoli
prosiectau newid**

Part Two

***Using Project Management to
manage Change projects***

Pam defnyddio Rheolaeth Prosiect?

- Mae angen rheoli prosiectau rheoli newid i sicrhau llwyddiant
- Pobl yn cael eu cynnwys felly mae'n fwy pwysig i reoli yn iawn
 - Mae newid yn anodd
 - Gall effeithio morâl os nad yw'n cael ei reoli
- Cael effaith gadarnhaol ond mae potensial ar gyfer effaith negyddol os caiff ei reoli'n wael
- Mynd â phawb ar y daith
 - Gwreiddio theori rheoli newid e.e. Kotter
 - Dileu'r rhwystrau

Why use Project Management?

- *Change management projects need managing for success*
- *Involve people so even more important to manage properly*
 - *Change is difficult*
 - *Can cause morale issue if not managed*
- *Have positive impact but potential for negative impact if badly managed*
- *Take everyone with you*
 - *Embed change management theory – e.g. Kotter*
 - *Remove the barriers*

Beth yw Rheolaeth Prosiect?

“Cynllunio, dirprwyo, monitro a rheoli pob agwedd o’r prosiect a chymell y rhai sy'n cymryd rhan i gyflawni amcanion y prosiect o fewn y targedau perfformiad a ddisgwyllir o safbwynt amser, cost, ansawdd, sgôp, buddion a risg.”

What is Project Management?

“The planning, delegating, monitoring and control of all aspects of the project and the motivation of those involved to achieve the project objectives within the expected performance targets of time, cost, quality, scope, benefits and risk.”

(The knowlegeacademy, 2014)

Saith Egwyddor Rheolaeth Prosiect

- Cyfiawnhau Busnes Parhad
- Dysgu o Brofiad
- Diffinio Rolau a Chyfrifoldebau
- Rheoli drwy Gyfnodau
- Rheoli drwy eithriad
- Canolbwyntio ar gynhyrchion (allbynnau)
- Teilwra i weddu i'r amgylchedd prosiect

Seven Principles of Project Management

- *Continued Business Justification*
- *Learn from Experience*
- *Define Roles and Responsibilities*
- *Manage by Stages*
- *Manage by exception*
- *Focus on products (outputs)*
- *Tailor to suit the project environment*

- *(Prince 2, The knowlegeacademy, 2014)*

**Pecyn Cymorth
Rheolaeth Prosiect Aber**

***The Aber Project
Management Toolkit***

- <https://www.aber.ac.uk/en/pag/pmcu/pmcu.toolkit/>

Project planning Templates

[Project Business Case](#)
(The Project Plan is supplied by PMCU as necessary)

Planning documents

[Project Task Chart and Timeline](#)
[Project Communications Plan and Timeline](#)
[Project Risk Register \(with example\)](#)
[Project CPD Template](#)
[Project Finance Template](#)
[Project CPD Template](#)
[IS Requirements Form](#)

Framework guides

[*Tools and Techniques for Change*](#)
[*The 7Ps of Marketing*](#)
[*Mckinsey 7-S*](#)
[*SWOT*](#)
[*Porters 5 Forces*](#)
[*BCG Matrix*](#)
[*Mendelow Power-interest Matrix*](#)

[*PESTLE*](#)

The [Project Governance Flowchart](#) explains the governance process from the initial idea to project completion. Please also find notes on the [Project Governance and Management Process](#)

Unrhyw Gwestiynau?

Any Questions?