

WEEKLY CADENCE | FIRST-ISSUE STRUCTURE

Weekly Program Highlights

Structure, voice, and first-weekly cadence for a federal HCS engagement.

A NOTE BEFORE THE SAMPLE

Following our recent conversation, I spent some time on this. The program below is illustrative but built to the scale and texture of real federal HCS work. The structure, sequencing, and voice are how I would actually run the first weekly for an engagement of this shape, where adoption, sustainment, and stakeholder trust all have to be read from the same page, in the same voice, every week.

Page two is the read. Page three is the work. Page four is how I would spend the first thirty days.

THIS WEEK'S READ

Change readiness index cleared 70 for the first time since program kickoff.

Week 11 of 26. The composite index moved from 64 to 72 as Knowledge crossed target at 71.6 percent. Ability is the next gap at 51.8 percent, widening 5.7 points from Knowledge since Week 8. Wave 2 cutover is 14 days out.

72/100

PROGRAM	AFFECTED POPULATION	REPORTING PERIOD	NEXT MILESTONE
Enterprise Identity Platform Transition	14,280 across six workforce segments	Week 11 of 26 · ending 17 Jul	Wave 2 cutover · 14 days

THIS WEEK'S READ

01 Knowledge cleared. Ability is the next gap.

The ADKAR profile shifted materially this week. Knowledge cleared the 70 percent target for the first time at 71.6 percent, lifting the composite Change Readiness Index from 64 to 72. Awareness holds at 97.8 percent and Reinforcement added 1.8 points to reach 34.2. The 19.8-point distance between Knowledge and Ability, now widening 5.7 points since Week 8, is where next week's attention belongs ahead of the Wave 2 cutover.

Training completion closed Week 11 at 63.8 percent workforce coverage. Administrative (72.3 percent) and Leadership (78.1 percent) continue to lead; Cybersecurity lags at 48.7 percent, a concern given its placement at the front of Wave 2. The champion network added four active members to reach 47 of the 58 targeted, logged 127 coaching conversations, and held median response time at 3.2 hours against the 8-hour SLA.

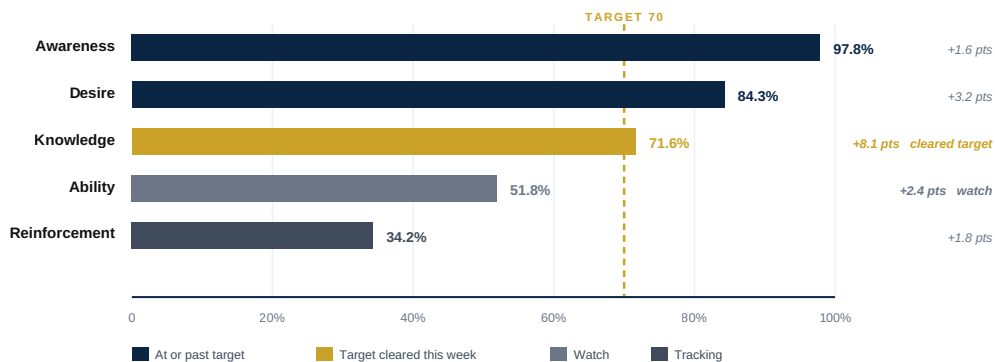
Escalations fell from 22 to 14 as nine closed this week, six of them access provisioning issues resolved by the identity working group. Pulse sentiment lifted 3.2 points to 72.4 on the

100-point scale, with the manager cohort leading at +7.1 above baseline. Ability is the watch item. On-the-job application trails Knowledge by 19.8 points, a pattern that indicates training is landing but reinforcement structures are not yet catching behavior change. I recommend an Ability-focused pulse in Cybersecurity this cycle, manager clinics in Mission Operations and Engineering where the gap sits at 23.7 and 21.1 points respectively, and a targeted nudge sequence to the 4,056 individuals still pre-Knowledge ahead of Wave 2.

Sources: program ADKAR dashboard (Week 11 close, 17 July), LMS completion report, champion coaching log, Cycle 5 pulse survey (n=5,970, 41.8 percent response rate). All figures illustrative.

ADKAR Stage Progression

Percent of 14,280 affected individuals at or past each stage · target line at 70



TRAINING COMPLETION

63.8%

+5.6 pts WoW · Cyber 48.7%

CHAMPION NETWORK

47 / 58

127 touches · 3.2h median

PULSE SENTIMENT

72.4

+3.2 pts · managers +7.1

ESCALATIONS

14

open · 9 closed this week

02 THE WORK Decisions to make, risks to watch, work coming up.

Decisions Needed

THREE ITEMS · WEEK 12 DEADLINES

01 **URGENT**

Cybersecurity training waiver for Wave 2 IR

CISO requests 72-hour training waiver for 340 incident response personnel during the Wave 2 cutover window to preserve IR coverage.

OWNER Program Lead with CISO concurrence
DUE Mon 20 Jul (Week 12 open)
IMPACT Preserves IR continuity; creates 340-person Knowledge gap to close in Week 13

02

Champion network stipend structure

HR has drafted a \$750 monthly stipend for champions exceeding 8 coaching hours; annualized cost at current network size is \$423K. PMO sign-off pending.

OWNER CHRO with PMO Chief
DUE Fri 24 Jul
IMPACT Secures network through Wave 3; model projects 6 to 8 attritions avoided

03 **URGENT**

Wave 2 go / no-go: Mission Operations

Readiness framework sets segment Ability threshold at 55 percent. Mission Operations sits at 47.3 percent. Deferral to Wave 2.5 is the alternative.

OWNER Executive Steering Committee
DUE Tue 28 Jul (72h pre-cutover)
IMPACT Deferral shifts 4,200 to Wave 2.5; roll-forward accepts higher sustainment risk

Risks Watching

THREE ACTIVE · MITIGATIONS IN FLIGHT

R1 **HIGH**

Cybersecurity Ability ahead of Wave 2

Ability at 39.4 percent sits 12.4 points below workforce average, with Cyber leading Wave 2. Daily clinic series and intensive manager coaching scaled this week.

OWNER Change Lead with Cyber Deputy Director
STATUS Mitigation in flight · fallback playbook drafted

R2 **MEDIUM**

Reinforcement erosion in Wave 1

Six-week post-Wave-1 pulse shows approximately 12 percent of Mission Operations (504 individuals) reverting to pre-transition behaviors. Refresher module deploys Monday.

OWNER Sustainment Lead with Mission Ops managers
STATUS Mitigation in flight · one-on-ones mandatory Week 12

R3 **MEDIUM**

Legal review queue lengthening

Average clearance on communications legal review moved from 2.8 to 4.7 days across last three cycles, creating publication delays. Co-author framework proposed.

OWNER Change Lead with Legal Affairs
STATUS Decision pending from Legal · response expected Fri 24 Jul

Forward Look

WEEK 12 · 20 - 24 JULY

<p>MONDAY 20 Jul</p> <p>Cyber Ability clinic series launches, daily through Wave 2</p>	<p>TUESDAY 21 Jul</p> <p>Champion network retrospective workshop · 47 actives</p>	<p>WEDNESDAY 22 Jul</p> <p>Executive Steering Committee Wave 2 readiness review</p>	<p>THURSDAY 23 Jul</p> <p>CIO all-hands Wave 2 preview · 14,280 invited</p>	<p>FRIDAY 24 Jul</p> <p>Cycle 6 pulse opens · closes Wave 2 minus 7</p>
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WINS THIS WEEK

- Administrative segment (2,100) first to clear all four measured ADKAR stages above target
- Champion network reached 47 of 58, ahead of Week 13 target
- Wave 1 passed six-week post-audit with zero data integrity incidents

VOICE OF THE PROGRAM

The weekly cadence has made the program legible in a way it wasn't three months ago. I know what's moving, what's stuck, and where my team needs to lean in.

Director-level respondent · Cycle 5 pulse, open response

THE FIRST THIRTY DAYS

03 If I were running this for you, here is how week one begins.

Every good reporting cadence is calibrated, not imposed. This is the sequence I would propose for the first thirty days of a new federal HCS engagement, with the goal of shipping a polished weekly artifact by week four and earning the trust to run it independently.

<p>01 Listen DAYS 1 – 5</p> <ul style="list-style-type: none"> - Shadow Executive Steering Committee and Change Leadership Council rhythms - Read weeklies seven through ten plus the last quarterly board deck - 1:1s with Program Lead, CISO, and Mission Ops VP, the three audiences the weekly has to earn 	<p>02 Stabilize DAYS 6 – 15</p> <ul style="list-style-type: none"> - Parallel-draft alongside the incumbent cadence for two full cycles - Calibration workshop with the Change Management Office to lock voice, metrics, audience <p>DELIVERABLE Metrics Framework v1, aligned to ADKAR and Wave gates</p>	<p>03 Calibrate DAYS 16 – 25</p> <ul style="list-style-type: none"> - Ship the first solo weekly by Day 18 - Mid-week read-back with Program Lead and PMO Chief on Day 21 <p>DELIVERABLE Refinement memo tightening voice and page-one hierarchy</p>	<p>04 Deliver DAYS 26 – 30</p> <ul style="list-style-type: none"> - Weekly 3 and Weekly 4 delivered on the new standard - Retrospective with the Change Management Office and Program Lead <p>DELIVERABLE Q2 cadence plan with gate-specific reporting templates</p>
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A NOTE ON WHAT THIS SAMPLE DOES, AND WHAT IT DOES NOT

The structure is what I would hand your team in week one. The voice is mine. The metrics are the ones I would pick for a transition of this shape, and I would expect to refine them with the account team inside the first two weeks.

What a sample cannot show is the reporting rhythm itself, the calibration between leadership appetite and stakeholder patience and how much hard truth belongs on page one. *That rhythm is the job, and it is what I would most want to build with you.*

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A Work Sample

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