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1. **Executive Summary**

This 100-day plan intends to ensure success and obtain the desired result of the recent integration and merger between [COMPANY 1] and [COMPANY 2]. The companies acknowledge the importance of placing a well devised plan to address the critical implications inherent in the first 100 days of integration. The companies have been aware of the previous failures in company mergers due to the lack of high-degree post-merger planning. This mistake accounts for more than 50% of merger failures over the last decade and more than 75% percent of merger failures in the company’s industry.

1. **Objective**

The overall goal of this 100-day plan is to ensure the continued operation of businesses post-merger in accordance with the identified business objectives set out in the merger plan. This plan will also identify the actions or operations required to mitigate the risks inherent in mergers and secure the desired results of the planned company venture.

[INSERT OTHER OBJECTIVES]

1. **Strategic Approach**

The strategic approach for an effective 100-day plan involves detailed planning based on the following phases of integration: (a) pre-signing; (b) day 1 preparation; (c) the first 100 days; and (d) integration execution. The plan delves into the objectives and milestones of each phases to determine the proper course of action in the first 100 days of integration post-merger. These objectives are shown on the table below.

|  |  |  |
| --- | --- | --- |
| **Phase** | **Objectives** | **Milestones** |
| 1. Pre-signing2. Day 1 preparation |  |  |
| 3. The first 100 days |  |  |
| 4. Integration execution |  |  |
| 5. [INSERT OTHER PHASE] |  |  |

1. **Core Components**

The plan identifies a set of actions, deliverables, and timelines which will be classified into core components. These core components intend to cover all areas of the new business and involve implementation and analysis. The following are the core components for this 100-day post-merger plan:

* Process integration
* Organizational transformation
* System integration
* [INSERT OTHER CORE COMPONENTS]
1. **Planning**

The plan’s core components set the milestones for the new business. These milestones are broken down into pieces of activities each of which relate to a specific functional area of the new business. A matrix of this plan is shown below.

|  |  |  |  |
| --- | --- | --- | --- |
| **Integration Area** | **Day 30** | **Day 60** | **Day 100** |
| 1. Marketing and Sales | Assessment of customer and product portfolio | Defining market strategy | Defining product portfolio |
| 2. Operations and Supply Chain | Defining target operating model | Assessment of operational assets | Defining supply and demand approach |
| 3. Research and Development |  |  |  |
| 4. Finance and Administration |  |  |  |
| 5. Human Resources |  |  |  |
| 6. Information Technology |  |  |  |
| 7. Legal Department |  |  |  |
| 8. [INSERT OTHER INTEGRATION AREA] |  |  |  |