

Requirements for submission of cases

1. The case may be of success or unsuccessful;
2. Charts and graphs can be added;
3. The project must be between 4 and 15 pages – at least 2,000 words;
4. Identification data of people, customers, suppliers, etc., must be omitted;
5. Only data such as dates and location (city and country) should be published;
6. Cases must be submitted in English;
7. The HUCMI reserves the right to review the case and decide in its discretion whether to publish;
8. The author disclaims all copyright registered in the case, making the transfer of copyright to HUCMI and the publication of it in any medium.
9. Cases are presented in standard Word files, Verdana 10 and spacing of 1.0.

In addition to upload the case at the site, you should consider the following:

- a. Title of the case
- b. If it's of success or failure
- c. Project Type (merger, acquisition, restructuring, Change Process, Technological Change / Systems, Spin-offs, Other)
- d. Month and year of start of the project
- e. Month and year of completion of the project
- f. Total hours spent on the project Change Management
- g. Number of people in the Change Management team.
- h. Number of people participating in the project full time
- i. Investment in the project:
 - i. Up to US \$ 100,000
 - ii. Between US \$ 100,000 and US \$ 500,000
 - iii. Between US \$ 500,000 and US \$ 2,000,000
 - iv. Between US \$ 2 million and US \$ 5 million
 - v. More than US \$5 million
- j. Case Summary
- k. Project development considering the items listed below:
 - i. All points A to J
 - ii. Project Objective
 - iii. Key Challenges
 - iv. Main difficulties
 - v. Project development
 - a) Change management approach;
 - b) Description of macro-activities and activities;
 - c) Note: Develop the case narrating how the HCMBOK's activities were applied.
 - vi. Results achieved
 - vii. Lessons Learned