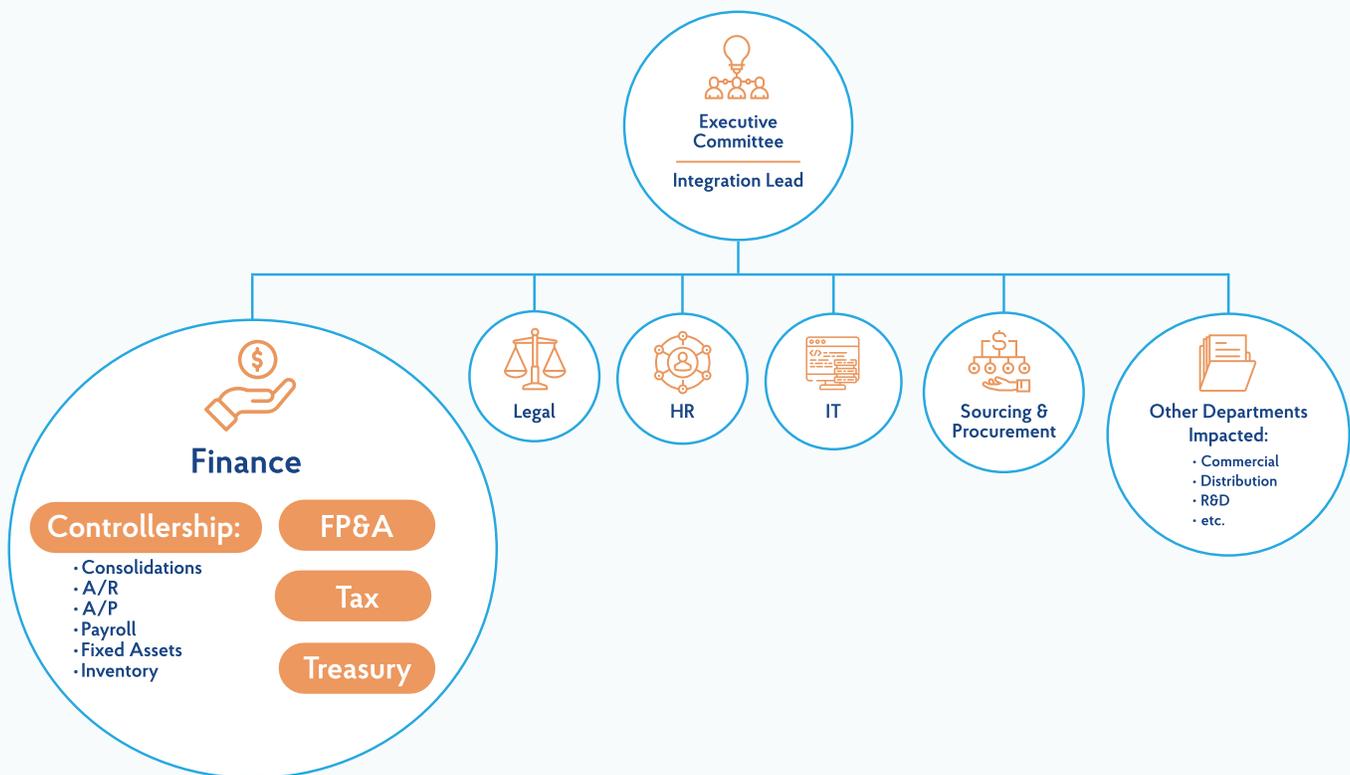


# Integration Team Structure

This diagram depicts a typical integration team structure in the acquiring company. In a joint venture, a similarly structured organization is replicated in the partner company. The functional heads of each department liaise with their counterparts in the partner company.



## Note From an Expert

“As a Finance Integration Lead, my role was similar to that of the overall Integration Lead. I had to intake feedback, weigh the options, and steer the finance integration team to the best solution for the project. The Finance Integration Lead pulls together the finance sub-team, typically comprised of Controllership (Fixed Assets, Inventory, Accounts Receivable, Accounts Payable, etc.), FP&A, Tax and Treasury. The Finance Integration Lead also liaises with departments like HR, Legal, IT, Commercial & Marketing and Distribution as part of the overall project integration team.”

-Chona C.

# *Integration Project Best Practices*

1. Give the Integration Lead a seat at the table in the Due Diligence phase.

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2. Form the integration team early in the project, and identify the Executive Sponsor who will champion the project.

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3. Have a clear path for escalating issues and an Executive Committee to serve as a “tie breaker.”

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4. Establish an integration budget to quantify costs and ensure that categorization of integration costs comply with company policy.

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5. In the kickoff meeting, create a recurring meeting for the duration of the integration phase and put it on team and Executive Committee member calendars.

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6. Consider a bonus or reward system to incentivize integration team members.

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7. Delineate a clear scope along with consultants with system knowledge and internal subject matter experts, who can help expedite data gathering and minimize “unknown” risk.

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8. Be mindful of change management.

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