Post-Merger Integration Plan Example

1. Executive Summary

This Post-Merger Integration (PMI) Plan outlines the strategy and key steps to integrate Company A and Company B, ensuring business continuity, seamless alignment of teams, and realization of synergies.

2. Integration Objectives

- Align organizational structures and cultures
- Integrate core business functions and systems
- Realize identified cost and revenue synergies
- Retain critical talent and maintain customer satisfaction

3. Governance Structure

Role	Responsibility
Integration Steering Committee	Provides oversight, guidance, and decision-making
Integration Management Office (IMO)	Coordinates activities, monitors progress, manages risks
Workstream Leads	Lead functional area integration (e.g. HR, IT, Finance)

4. Integration Workstreams

1. **Human Resources**

   - Organization structure design
   - Talent retention and communication plans

2. **Information Technology**

   - Systems integration
   - Data migration and security

3. **Finance & Accounting**

   - Consolidation of reporting
   - Policy and process harmonization

4. **Operations**

   - Supply chain alignment
   - Operational process integration

5. **Sales & Marketing**

   - Brand integration
   - Unified go-to-market strategy

5. Communication Plan

Regular updates via newsletters, town halls, and FAQs for employees, customers, and stakeholders. Dedicated channels for feedback and questions.

6. Day 1 Priorities

- Clear communication to all stakeholders
- Employee onboarding to new policies and systems
- Ensuring IT and facility access
- Customer notifications

7. Milestones & Timeline

Milestone	Date
Integration Kickoff	Month 1
Day 1 Readiness	Month 2
System Integration Complete	Month 6
Synergy Realization Review	Month 12

8. Risks & Mitigation

- **Talent Loss:** Implement retention incentives and transparent communication.
- **System Compatibility:** Early IT assessment and phased integration.
- **Customer Attrition:** Proactive communication and continuity planning.

9. Success Metrics

- Achievement of synergy targets
- Employee retention rate
- Customer satisfaction scores
- IT systems integration timeline adherence

10. Appendix

- Integration team contacts
- Detailed workstream charters
- Merger announcement communication samples