



Change Plan

TEMPLATES

- **What is it?:**

A Change plan, is a defined process on how the organization or leader plans to deal with change. At times these are embedded in other plans like a Project Plan or a Comms Plan.

- **Why do you need one?:**

Change is experienced differently by each person and can cause challenges to the overall success of a change. It is important to understand the components of change and how to help employees move towards acceptance and implementation.

- **How do you use this one?:**

Fill in each of the boxes to the best of your ability. Have it peer reviewed by others to make sure there isn't anything missing like key activities, audience, or stakeholders. Conduct a risk assessment to think of potential ways the change will be viewed.



TEMPLATES

Change Plan

Change Management Plan

PLAN NAME	Enter name of change project here	IMPACTED STAKEHOLDERS
SPONSER	Enter name of change sponsor here	What departments, groups or stakeholders will be impacted?
START DATE	Enter estimated start date of plan here	• Enter stakeholders here
END DATE	Enter estimated end date of plan here	•
		•

CHANGE DESCRIPTION	BUSINESS CASE	EXPECTED RESULTS
What is the specific change?	What is the financial or business rationale for the change?	What are the specific results that will be achieved?
• Enter description here	• Enter business case here	• Enter expected results here
•	•	•
•	•	•

MILESTONE	START DATE	END DATE
• Enter milestone here	MM/DD/YYYY	MM/DD/YYYY
•		
•		
•		

Meet them where they are

Change Management Plan

PLAN NAME	
SPONSER	
START DATE	
END DATE	

IMPACTED STAKEHOLDERS
What departments, groups or stakeholders will be impacted?
<ul style="list-style-type: none"> • • •

CHANGE DESCRIPTION	BUSINESS CASE	EXPECTED RESULTS
What is the specific change?	What is the financial or business rationale for the change?	What are the specific results that will be achieved?
<ul style="list-style-type: none"> • • • 	<ul style="list-style-type: none"> • • • 	<ul style="list-style-type: none"> • • •

MILESTONE	START DATE	END DATE
•	MM/DD/YYYY	MM/DD/YYYY
•		
•		
•		
•		