

CHANGE MANAGEMENT PLAN			
Project: <Name>		Date: <of plan>	
Overview:	<Include here the “why” of the project; mission and vision for the change; impact of not implementing the change.>		
Team Members:	<Include: sponsor, project manager, change manager, project team members, stakeholder support committee members, etc.>		
Current and Future State			
Current State:	<Describe, at a high level, the current state. What processes need to change and who needs to be involved in making the changes?>		
Future State:	<Describe the ideal future state. What will processes look like at a high level, what skills and knowledge will be needed by stakeholders, what documentation is needed, what else will change in organization?>		
Potential Impacts:	<List potential impacts: stakeholders, customers, org structure, divisions/departments, budget impact, regulations/laws, etc.>		
Stakeholders Impacted (By group or department, list individually if necessary))			
Name:	Awareness of Need to Change:	Support Needed for Change to be Successful:	Ability to Influence Initiative:
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Communications		
Communication Responsibilities:	Change Manager <i><Include specific responsibilities of change manager for communications.></i>	Stakeholder Support Committee <i><Include specific responsibilities of Stakeholder Support Comm. for communications.></i>
Purpose of Communications with Stakeholders:	<i><What is the purpose of stakeholder communications? For example, engagement, buy-in, support, etc.></i>	
Types of Communications to be Utilized	<i><Include information about acceptable types/modes of communication – such as email, posters, focus groups, stakeholder support committee, project website, etc. This section will link back to the full communication plan – see Figure 2-2 for an example.></i>	
Training and Documentation		
<i><Delineate here training and documentation needs for ensuring that the change initiative is adopted and “sticks” over the long term. Include suggested job aids, delivery method for training as well as specific stakeholder training needs. This should be an overview only as this section would link to a detailed formal training plan.></i>		
Post-Change Implementation Needs		
Dept/Team <i><What dept. or team is needed for post-change support and what is their role, e.g., Tech support, training.></i>	Resources <i><Who specifically – names of individuals – are needed?></i>	Time Period <i><What is the time period needed for support? From when to when?></i>

Appendices <include in Appendices any necessary documents such as training plans, project plan, stakeholder support committee information, change management team org structure, etc.>