

<b>Change Initiative Project Charter</b>	
<b>Proposed Change Initiative:</b> <name>	
<b>Senior Leader Sponsoring the Change:</b> <name>	
<b>What is the challenge or opportunity to be addressed by this change project:</b> <delineate opportunity or challenge here, include alignment to strategic plan, its significance to the organization>	
<b>What is the vision for the change?</b>	
<b>Which members of the senior leadership team support the change and why?</b> <ul style="list-style-type: none"> <li>•</li> </ul>	<b>Which members of the senior leadership team do <i>not</i> support the change and why not?</b> <ul style="list-style-type: none"> <li>•</li> </ul>
<b>What key resources are required to implement the change?</b>	
<b>What communication channels are expected to be a part of the change initiative?</b>	
<b>What indication is there that stakeholders (employees) support this change and will adopt it?</b>	
<b>What metrics are planned to evaluate the success of the change initiative once implemented?</b>	
<b>What are the expected risks or concerns with this change initiative?</b>	
<b>What support or references exist that confirm this initiative is in the best interests of the organization and its people?</b>	
<b>What is the expected, or desired, timeline for roll out of the change initiative?</b>	
<b>Who is affected by the change initiative? (Divisions? Departments? Workgroups?)</b>	