Change Management Planning

PROJECT	PURPOSE	PARTICULARS	PEOPLE
Name the change. Challenge the current state and create a compelling vision for the desired future state.	Clarify the why. Link the change to business goals and define why it is necessary and what the consequences would be if the change didn't occur.	Pinpoint the specifics. Outline the specific change(s) that need to occur in order for the desired state to happen. What specifically needs to be done differently?	Identify the affected. Identify, assess, equip and activate your change sponsor, change agent(s), change dependent and change impacted.

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