Change Management Plan Template

Introduction

Provide background, link to strategic goals and other changes

Project Sponsor

This person(s) leads the change project and is accountable for ensuring the project and change plan are successfully implemented

Project Objectives

Detail what the project will achieve. What is the desired future state?

Rationale for the Change

List the drivers and constraints for change.
What are the risks for the change process?

Change Elements/Particulars

What are the main elements that need to change? What will be the impact on workloads and how will these be managed? (Structures/Processes/Responsiblities/Resources/Timeframes/Performance Measures etc) Each of these elements may require a particular focus in the change plan.

Assessment of Readiness to Change

Comment on the status of the change so far [eg is there a high level strategy in place that stakeholders are already aware of and committed to that provides a framework for the change].
What elements might support the change [eg dissatisfaction with current processes; a workplace culture that supports change and innovation].
Is there strong senior support for the change?

Key Stakeholder Analysis

Identify the key stakeholders and:

- Analyse their response to the change [eg what will be their main concerns/fear, where is there likely to be support for the change];
- Identify their needs in terms of change management and consider the style of communication required [language style & level]; and
- Identify the preferred media for communicating or consulting with them about the change [eg sessions involving dialogue about the changes, newsletters, briefings from project team members, frequently asked questions].

Key Change Messages

Identify about 6 key messages to convey about the change process, being upfront about gains and losses. Consider:

- What will be gained/lost for the key stakeholder groups in the change process;
- The messages from the stakeholder perspective (by audience;
- What will be their main concerns; and
- Presenting changes in a positive light even whilst acknowledging loss.

Develop Change Plan

Develop a change plan including performance measures [how will you know the change plan is effective?]. Ensure the plan is adequately resourced. Include actions for Leadership, Communications (early & often), Training, Coaching, & Resistance Management

Sponsorship

Actions	Who	When	Performance Measures

Communications

Actions	Who	When	Performance Measures

Training

Actions	Who	When	Performance Measures

Coaching

Actions	Who	When	Performance Measures

Resistance

Actions	Who	When	Performance Measures

Evaluation

How will the change be monitored & evaluated in relation to the achievement of the planned objectives?
How will the evaluation outcomes be circulated and promoted to stakeholders?
How will evaluation outcomes be used in other organizational processes?
How will you celebrate?