

# Change Management Plan

Project Name	Project Manager
Add the project title	Add the point person
Date Created	Last Updated
MM/DD/YYYY	MM/DD/YYYY

## Overview

### Proposed Change

Describe the process to be changed and the general plan for it.

### Rationale

State the case for the proposed change, emphasizing its necessity and alignment with the organization's goals.

### Intended Outcome

Present the potential effects, implications, and benefits of the change.

## Resource Requirements

### Transition Period

	Milestone 1:	Milestone 2:	Milestone 3:	
	One week	One month	Two months	

Start Date:

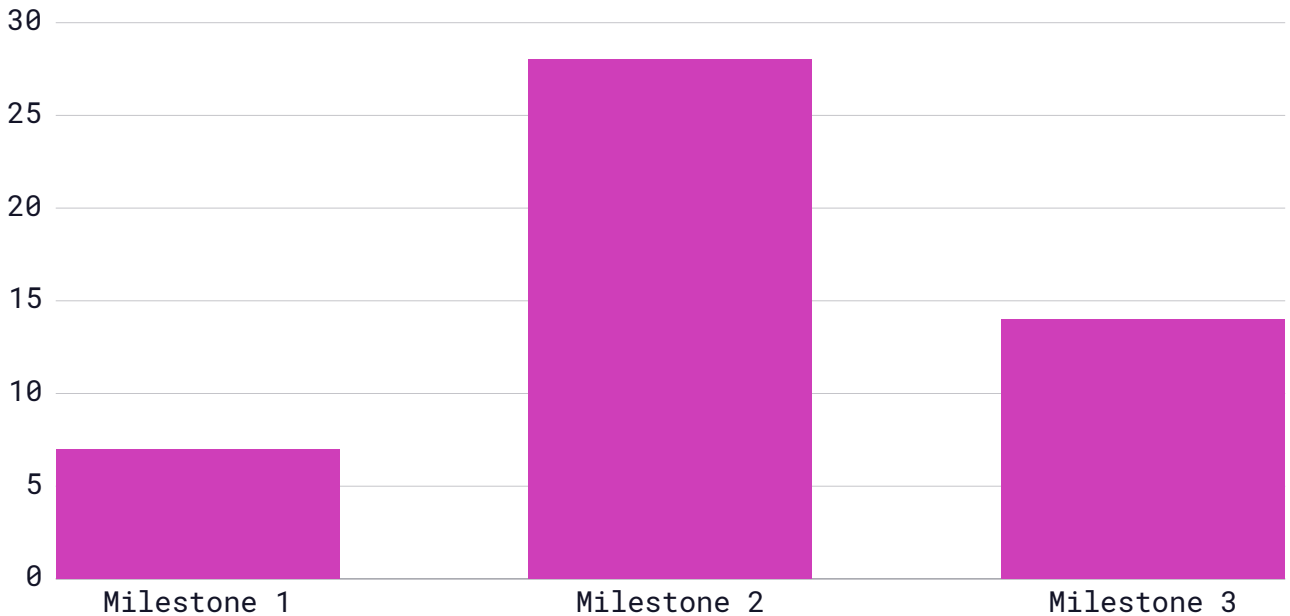
ONE WEEK

ONE MONTH

TWO MONTHS

End Date:

## Project-hours Required



## Cost Estimate

Resource	Unit Cost	Quantity	Total Cost
List the resources needed. Add descriptions if necessary.	\$XX.XX	XX	\$XX.XX
Add rows as needed	\$XXX.XX	XX	\$XXX.XX
<b>Grand Total</b>			<b>\$XXX.XX</b>

# Impact Assessment

## Stakeholders

### 1. Stakeholder 1

- Nature of Impact:** Describe how the change will affect this audience

b. **The Extent of Impact:** High / Medium / Low

## 2. Stakeholder 2

a. **Nature of Impact:**

b. **The Extent of Impact:** High / Medium / Low

## Organization

Current State	Future State
Describe present conditions that will be affected by the change	Write the corresponding outcome or expected effect of the change
List as many as you can think of	

# Implementation Plan

## Methods

1. Write the methods or processes you need to employ to carry out the plan
  - a. Add details where applicable
  - b. Details
2. Method
  - a. Details
  - b. Details

## Activities

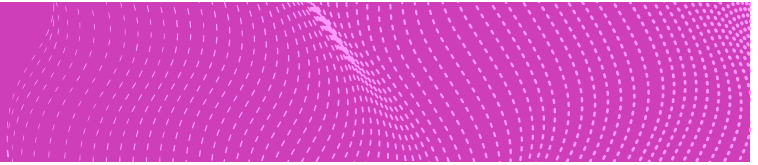
Activity	Owner	Start Date	Completion
Add the task here	Assign the task	MM/DD/YYYY	MM/DD/YYYY

## Communication Plan

Key Message	Platform and Date of Release	Audience 1	Audience 2	Audience 3
Add the message to be shared here	Email - MM/DD/YYYY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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# Approvals



Name and Role	Approval	Date Approved
Add here	<input type="checkbox"/>	MM/DD/YYYY
	<input type="checkbox"/>	