

Change Management Plan

Consulting Cloud Preview

Project: (enter name of project)

Document History

Document Amendments

Keep a track of all changes to the document by completing this table. Every time the document changes, fill in the details and give each new document a new version number.

| Version | Date | Summary of Changes | Author |
|---------|------|--------------------|--------|
| V.1 | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Document Distribution

Keep track of who has which version of the document. Every time a copy is sent out, complete this table listing the recipient and the version they've been sent.

| Name | Position | Version | Date |
|------|----------|---------|------|
| | | V.1 | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Related Documents

List all references/reports that have been referred to when producing this document.

| Name | Version | Date |
|------|---------|------|
| | | |
| | | |
| | | |
| | | |
| | | |

Table of Contents

| | |
|---|-----------|
| Document History | 2 |
| Document Amendments..... | 2 |
| Document Distribution..... | 2 |
| Related Documents..... | 2 |
| 1. Background | 4 |
| 1.1. Purpose of this Plan | 4 |
| 2. Impact | 5 |
| 2.1. Benefits of Change | 5 |
| 2.2. Staff Impact Assessment | 6 |
| 3. Change Management Strategy - Staff | 7 |
| 4. Change Management Strategy - Stakeholders | 8 |
| 5. Change Management Costs | 9 |
| Authorization | 10 |

Consulting Cloud Preview

Project: (enter name of project)

1. Background

Briefly describe in one paragraph this project.

1.1. Purpose of this Plan

The purpose of this plan is to:

- Proactively identify and assess the impact to staff and stakeholders and;
- Document a plan for managing the transition on behalf of these people.

This plan will be used as the basis for all training and communication activities. Key actions outlined in this plan are to be included in the project schedule.

Consulting Cloud Preview

2. Impact

In two paragraphs briefly describe the people who will be impacted when the project 'goes live' and outline the extent of the impact.

2.1. Benefits of Change

Use the following table to list the key stakeholders and staff affected by the project outcomes. Describe how each group would perceive a benefit of the change.

| Stakeholder/Staff | Potential Benefit/s |
|-------------------|---------------------|
| 1. | ▪ |
| 2. | ▪ |
| 3. | ▪ |
| 4. | ▪ |
| 5. | ▪ |
| 6. | ▪ |
| 7. | ▪ |
| 8. | ▪ |
| 9. | ▪ |
| 10. | ▪ |
| 11. | ▪ |
| 12. | ▪ |