Change Management Plan Template

1. Objective of the Change

- What is the goal of this change?
- Example: "Implement new software to improve team productivity."

2. Who Is Affected? (Stakeholder Analysis)

- Who will be impacted by this change?
- Example: "Employees in the marketing and sales departments."

3. Communication Plan

- How will you share information about the change?
- Example:
    - **Audience**: Employees
    - **Method**: Email, team meetings, and training sessions
    - **Frequency**: Weekly updates

4. Training Plan

- What training or support will employees need?
- Example: "Provide a 2-hour workshop and a user manual for the new software."

5. Steps for the Change

- Outline the key steps to implement the change:
    1. Assess current processes
    2. Set up new software
    3. Train employees
    4. Monitor progress

6. Risk Management

- What could go wrong? How will you address these risks?
- Example:
    - **Risk**: Employees resist the change
    - **Solution**: Host Q&A sessions to address concerns.

7. Timeline

- When will each step happen?
- Example:
    - **Week 1**: Announce the change
    - **Week 2-3**: Provide training
    - **Week 4**: Go live with the new system

8. Success Metrics

- How will you measure if the change worked?
- Example: "Track employee productivity and feedback 30 days after implementation."

9. Follow-Up Plan

- How will you ensure the change lasts?
- Example: "Check-in with teams monthly and offer ongoing support."

This simple template can guide businesses in planning and implementing a smooth change process.