**[](https://goo.gl/2JOkW4)Change Management Policy Template**

**YOUR LOGO**

**PROJECT NAME**

**REQUESTED CHANGE**

**AUTHOR**

**DATE**

**Version 0.0.0**

| REVISION HISTORY | | | |
| --- | --- | --- | --- |
| DATE | VERSION | DESCRIPTION | AUTHOR |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**1.  Change Overview**

**1.1    Purpose**

**1.2    Background**

**1.3    Scope**

**2.  Stakeholders**

**2.1    Stakeholder Review**

**2.2    Stakeholder Impact**

**2.3    Communication**

**3.  Team**

**3.1    Existing Positions**

**3.2    New Positions**

**3.3    Team Profile**

**4.  Cost Analysis**

**4.1    Development Costs**

**4.2    Operational Costs**

**5.  Implementation Procedure**

**5.1    Asset / Resource Review**

**5.2    Change Process**

**5.3 Process Management**

**6.  Status Monitoring and Evaluation Process**

**6.1    Monitoring Process**

**6.2    Criteria for Evaluation**

**7.  Key Risks**

**7.1    Risk Breakdown and Analysis**

**7.2    Preventative Measures**

**7.3 Recommended Solutions**

**8.  Process Schedule**

1. **Introduction**

Proposed change overview

* 1. **Purpose**Identify the desired outcome, as well as what the change seeks to improve.
  2. **Background**Discuss previous issues that lead to the change request.
  3. **Scope**Provide an outline of the scope and detail any omissions.

1. **Stakeholders**

Overview of stakeholders

* 1. **Stakeholder Review**Identify stakeholders involved or impacted by the proposed change.

| STAKEHOLDER REVIEW | | |
| --- | --- | --- |
| STAKEHOLDER | NATURE OF IMPACT | EXTENT OF IMPACT |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

* 1. **Stakeholder Impact**Discuss how stakeholders will be impacted by the change.

* 1. **Communication**Detail how milestones or results will be communicated to stakeholders, including method and frequency.

1. **Team**

Describe team structure and management.

* 1. **Existing Positions**Identify existing positions involved in the change process.
  2. **New Positions**Identify any positions created for the purpose of the change process, or as a result of the implemented change.
  3. **Team Profile**Identify roles and responsibilities of change management team.

| TEAM PROFILE | | |
| --- | --- | --- |
| TEAM MEMBER | ROLE | RESPONSIBILITIES |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. **Cost Analysis**

Provide a breakdown of costs for the proposed system and alternatives. This should include design and development, installation, operational costs, maintenance, disposal, and consumables. Conduct analysis of costs for each year so they may be weighed against resulting benefits.

* 1. **Development Costs**Breakdown the costs associated with the proposed change per phase. Personnel, equipment, training, software licensing, and tools should be included in the development phase. Provide information in an outline by completing the chart below or provide a link or attachment to a spreadsheet.

| CHANGE REQUEST COST ANALYSIS | | | |
| --- | --- | --- | --- |
| ID NO. | PHASE | DESCRIPTION | AMOUNT |
| 1.1 | PLANNING |  |  |
| 1.2 | REQUIREMENTS |  |  |
| 1.3 | DEVELOPMENT |  |  |
| 1.4 | TESTING |  |  |
| 1.5 | IMPLEMENTATION |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **TOTAL** | | |  |

* 1. **Operational Costs**Breakdown the operational costs. Provide information in an outline by completing the chart below or provide a link or attachment to a spreadsheet.

| OPERATIONAL COSTS | | | | |
| --- | --- | --- | --- | --- |
| CATEGORY | DESCRIPTION | BEGIN DATE | END DATE | COST |
|  | PERSONNEL |  |  |  |
|  | CONTRACTORS |  |  |  |
|  | COMMERCIAL SOFTWARE |  |  |  |
|  | INFRASTRUCTURE |  |  |  |
|  | FACILITIES |  |  |  |
|  | SUPPLIES |  |  |  |
| **TOTAL** | | | |  |

1. **Implementation Procedure**

Detail the assets and steps necessary to complete the change.

* 1. **Asset / Resource Review**Describe any resources or assets required.
  2. **Change Process**List steps in sequence required to complete change.

| CHANGE PROCESS | | |
| --- | --- | --- |
| NO. | STEP | PARTY RESPONSIBLE |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

* 1. **Process Management**Method of management employed throughout the change process

1. **Status Monitoring and Evaluation Process**

Discuss milestones and quality benchmarks.

* 1. **Monitoring Process**Who will be responsible and what methods will be used to monitor the process?
  2. **Criteria for Evaluation**Define how success will be measured throughout the process.

1. **Key Risks**

Describe any associated risks. Detail and rank key sources.

* 1. **Risk Breakdown and Analysis**Identify potentially limiting external factors. Provide detailed analysis of overall impact of each.

| RISK ANALYSIS | | | |
| --- | --- | --- | --- |
| KEY RISK | EXTENT OF IMPACT | NATURE OF IMPACT | IMPLICATIONS |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

* 1. **Preventative Measures**Identify any measures to be taken to avoid risks detailed above.
  2. **Recommended Solutions**Summarize all recommended solutions.

1. **Process Schedule**

Provide a timeline for all activities and milestones with expected start and completion dates.

| PROCESS SCHEDULE | | | | |
| --- | --- | --- | --- | --- |
| ACTIVITY ID | ACTIVITY DESCRIPTION | PARTY RESPONSIBLE | EXPECTED START DATE | EXPECTED END DATE |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |