**[](https://www.smartsheet.com/try-it?trp=12367&utm_source=template-word&utm_medium=content&utm_campaign=Change+management+plan-word-12367&lpa=Change+management+plan+word+12367)Change Management  
Plan Template**

Change Management

AUTHORED BY: Name

DATE: MM/DD/YY

Version 0.0.0

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| REVISION HISTORY | | | |
| --- | --- | --- | --- |
| DATE | VERSION | DESCRIPTION | AUTHOR |
| MM/DD/YY | 0.0 | Description | Name |
| MM/DD/YY | 0.0 | Description | Name |
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**1.  Introduction**

1.1    Purpose

1.2    Changing Roles and Responsibilities

**2.  Overview**

2.1    Current State

2.2    Future State

2.3    Impact Analysis

**3.  Communication**

3.1    Communication Strategy

3.2    Stakeholder Analysis

3.3    Communication Activities

**4.  Implementation Plan and Objectives**

4.1 Implementation Methods

4.2 Implementation Activities  
4.3 Monitoring and Evaluation Process

4.4 Desired Outcome  
4.5 Documentation Requirements

**5.  Post-Implementation Plan**

5.1    Monitoring Process

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Description automatically generated**5.2    Criteria for Evaluation

**6.  Organizational Change Management Team**

**7.  Approval**

1. **Introduction**

Organizational change management plan overview

* 1. Purpose  
     Identify the desired outcome, and how the change will be beneficial.
  2. Changing Roles and Responsibilities   
     Discuss how the change will impact existing and new positions.

1. **Overview**

Briefly elaborate on the current and future states and impact.

* 1. Current StateList and detail all processes impacted by project. Provide any supporting documentation, such as policies, standards, regulations, codes, procedures, flowcharts, or diagrams.
  2. Future StateDiscuss how the above processes will be impacted by the change, and the plan to execute and implement the change.

* 1. Impact AnalysisAssess how the change will impact processes, policy changes, stakeholder interests, staffing, costs, funding, etc.

1. **Communication**

Describe team structure and management.

* 1. Communication Strategy  
     Identify existing positions involved in the change process.
  2. Stakeholder Analysis  
     Identify stakeholders involved in or impacted by the proposed change.

| STAKEHOLDER REVIEW | | |
| --- | --- | --- |
| STAKEHOLDER | NATURE OF IMPACT | EXTENT OF IMPACT |
|  |  |  |
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* 1. Communication ActivitiesDetail how milestones or results will be communicated to stakeholders, including method and frequency.

1. **Implementation Plan and Objectives**
   1. Implementation Methods  
      Discuss methods and procedures for executing the plan.
   2. Implementation Activities  
      Breakdown the operational costs. Provide information in an outline by completing the below chart or provide a link or attachment to a spreadsheet.

| PROCESS SCHEDULE | | | | |
| --- | --- | --- | --- | --- |
| ACTIVITY ID | ACTIVITY DESCRIPTION | PARTY RESPONSIBLE | EXPECTED START DATE | EXPECTED END DATE |
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* 1. Monitoring and Evaluation Process  
     Who will be responsible and what methods will be used to monitor the process? Define how success will be measured throughout the process.
  2. Desired Outcome  
     How will the finalized change impact the organization and align with the organization mission statement.
  3. Documentation Requirements  
     Insert / attach all required necessary training documents. Indicate who is responsible for the training, and who reviewed the training.

1. **Post-Implementation Plan**

Detail the assets and steps necessary to complete the change.

* 1. Monitoring Process  
     What methods will be employed and who will be responsible for monitoring ongoing success of the completed change project?
  2. Evaluation CriteriaList milestones or goals by which to measure success of the change.

1. **Organizational Change Management Team**

| ORGANIZATIONAL CHANGE MANAGEMENT TEAM | | | |
| --- | --- | --- | --- |
| NAME | TITLE | DEPARTMENT | CONTACT |
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1. **Approval**

List any terms for approval. List approving parties and obtain required signatures.

| ORGANIZATIONAL CHANGE MANAGEMENT TEAM | | | |
| --- | --- | --- | --- |
| NAME | TITLE | SIGNATURE | DATE |
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