**Change Management Plan Template**

1. **Executive summary***This section should be written last.*

Click or tap here to enter text.

1. **Overview**
   1. Target audience for this document:

Click or tap here to enter text.

* 1. Business reasons for using change management:

Click or tap here to enter text.

* 1. Objectives and measures for success:

Click or tap here to enter text.

1. **Change management approach***This section includes a brief description of each step to present your overall approach.*
   1. Sizing the change:

Click or tap here to enter text.

* 1. Assessing the organization:

Click or tap here to enter text.

* 1. Change management strategy:

Click or tap here to enter text.

* 1. Team structure and responsibilities:

Click or tap here to enter text.

* 1. Sponsor roles and responsibilities:

Click or tap here to enter text.

* 1. Planning and implementation:

Click or tap here to enter text.

* 1. Feedback and corrective action:

Click or tap here to enter text.

* 1. Celebrating successes:

Click or tap here to enter text.

1. **Change management implementation***Insert actual plans for each section here.*
   1. Communications plan:

Click or tap here to enter text.

* 1. Sponsor plan and roadmap:

Click or tap here to enter text.

* 1. Coaching plan:

Click or tap here to enter text.

* 1. Resistance management plan:

Click or tap here to enter text.

* 1. Training plan:

Click or tap here to enter text.

1. **Assessing the results**
   1. Feedback analysis
   2. Corrective action plan
   3. Incentives and celebrating successes
   4. After action review summary
2. **Schedule of activities**   
   *This section will include the master schedule.*

Click or tap here to enter text.

1. **Budget for change management**

Click or tap here to enter text.