Change Management Plan Template

1. **Executive summary***This section should be written last.*
2. **Overview**
   1. Target audience for this document
   2. Business reasons for using change management
   3. Objectives and measures for success
3. **Change management approach***This section includes a brief description of each step to present your overall approach.*
   1. Sizing the change
   2. Assessing the organization
   3. Change management strategy
   4. Team structure and responsibilities
   5. Sponsor roles and responsibilities
   6. Planning and implementation
   7. Feedback and corrective action
   8. Celebrating successes
4. **Change management implementation***Insert actual plans for each section here.*
   1. Communications plan
   2. Sponsor plan and roadmap
   3. Coaching plan
   4. Resistance management plan
   5. Training plan
5. **Assessing the results**
   1. Feedback analysis
   2. Corrective action plan
   3. Incentives and celebrating successes
   4. After action review summary
6. **Schedule of activities**   
   *This section will include the master schedule.*
7. **Budget for change management**