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# Change Management Plan Template

## What is Change Management Plan Template?

A Change Management Plan Template is a document that outlines the steps and activities required to successfully manage changes within an organization. It provides a structured approach for planning, executing, and monitoring changes, ensuring minimal disruption to business operations.

The template typically includes sections or modules that cover:

1. **Change Request:** A form or table used to submit change requests, which include information such as:
  - Change description
  - Business justification
  - Impact analysis
  - Risk assessment
  - Resource requirements
2. **Change Evaluation:** A process for evaluating the submitted change request, including:
  - Assessing the potential impact on business operations
  - Identifying potential risks and mitigation strategies
  - Determining the feasibility of implementing the change
3. **Change Implementation Plan:** A detailed plan outlining the steps required to implement the approved change, including:
  - Timeline
  - Resource allocation
  - Communication strategy

\* Training requirements

1. **Change Management Process:** A description of the process for managing changes throughout their lifecycle, including:
  - Change identification and submission
  - Evaluation and prioritization
  - Implementation planning
  - Execution and monitoring
  - Closure and post-implementation review
2. **Roles and Responsibilities:** A list of roles and their corresponding responsibilities in the change management process, such as:
  - Change manager
  - Sponsor
  - Stakeholder
  - Implementer
3. **Communication Plan:** A plan for communicating changes to stakeholders, including:
  - Communication channels
  - Timing and frequency
  - Content and messaging
4. **Monitoring and Reporting:** A process for monitoring the progress of change implementation and reporting on key metrics, such as:

- Progress against the implementation plan
- Impact on business operations
- Lessons learned

The Change Management Plan Template helps organizations to:

1. Standardize their change management process
2. Ensure consistent communication with stakeholders
3. Minimize disruptions to business operations
4. Improve the quality and effectiveness of changes
5. Enhance stakeholder engagement and collaboration

By using a Change Management Plan Template, organizations can ensure that changes are managed in a structured and controlled manner, reducing the risk of negative impacts on their business and employees.

[cmpt](#), [roles](#), [communication](#), [monitoring](#), [acs](#), [assessment](#), [feasibility](#), [implementation](#), [impact](#), [lessons](#), [learned](#), [resource](#), [stakeholder](#), [training](#), [timeline](#), [workflow](#)

# Change Management Plan Template

## Introduction

**Purpose:** Describe the purpose of the change management plan. **Scope:** Define the scope of changes covered by this plan.

## Change Management Strategy

Outline the overall approach and objectives for managing changes within the project or organization.

## Roles and Responsibilities

Define the roles and responsibilities of the change management team and other stakeholders.

## Change Identification Process

Detail the process for identifying changes that may impact the project or organization.

## Change Request Process

### Submission

- **Procedure:** Describe how to submit a change request.

- **Form:** Reference or link to the change request form.

## Review

- **Procedure:** Outline the steps for reviewing a change request.
- **Criteria:** List the criteria for evaluating change requests.

## Approval

- **Procedure:** Explain the process for approving or rejecting change requests.
- **Authority:** Identify who has the authority to approve changes.

## Change Implementation Process

Detail the steps for implementing approved changes, including planning, testing, and deployment.

## Communication Plan

Outline how changes will be communicated to stakeholders, including methods, frequency, and content.

## Training Plan

Describe any training required for stakeholders to understand or adapt to the changes.

## Monitoring and Evaluation

Explain how the effectiveness of changes will be monitored and evaluated.

## Risk Management

Identify potential risks associated with changes and strategies for managing those risks.

## Documentation

Detail the documentation requirements for maintaining records of changes.

## Change Control Board (CCB)

If applicable, describe the role and function of the Change Control Board.

## Appendices

Include any additional information, templates, or documents related to the change management process.

### Related:

- [Project management](#)

### External links:

- [How to Make a Change Management Plan \(Templates Included\) —projectmanager.com](#)
  - A change management plan can be the difference between project success and failure. Learn how to create one in our blog.
- [Change management plan Template | Atlassian —atlassian.com](#)
  - Create a plan for change that lays out the details and action
- [Change Management: Executing the Plan | Pluralsight —pluralsight.com](#)
  - This course will teach you how to successfully execute a change plan. It provides tips and techniques to help leaders at all levels launch each component of a change plan. This course will help prepare you for the CCMP exam administered by the ACMP.
- [Understanding Change Management | Free Online Course | Alison —alison.com](#)
  - Learn how to lead your team through change with this management course that provides the leadership skills required to create an adaptable workplace culture.

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