

# Change Management Plan Template

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## 1. Project Overview

- Project Name:
- Change Initiative Title:
- Date:
- Prepared By:

## 2. Change Description

- Summary of the Change:
- Business Drivers:
- Objectives:
- Alignment with Organizational Strategy:

## 3. Stakeholder Analysis

- Stakeholder Groups:
- Impact Level (High / Medium / Low):
- Anticipated Resistance:
- Communication Needs:

## 4. Communication Plan

- Audience:
- Message Objective:
- Channel:
- Frequency:
- Sender:
- Feedback Mechanism:

## 5. Training & Enablement Plan

- Training Objectives:
- Target Audiences:
- Training Formats (e.g., eLearning, workshops):
- Schedule:
- Owners:
- KPIs to Measure Effectiveness:

## **6. Resistance Management Plan**

- Potential Resistance Areas:
- Root Causes:
- Mitigation Strategies:
- Escalation Paths:

## **7. Measurement & Success Metrics**

- Leading Indicators:
- Lagging Indicators:
- Baselines:
- Tools/Dashboards to Track Progress:

## **8. Review & Update Schedule**

- Review Dates:
- Responsible Parties: