**Organizational Change Management Plan**  **Template**

**YOUR LOGO**

**ORGANIZATIONAL CHANGE**

**AUTHOR**

**DATE**

**Version 0.0.0**

| REVISION HISTORY |
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| DATE | VERSION | DESCRIPTION | AUTHOR |
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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**

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

* 1. **Impact Analysis**Assess 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 |
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| STAKEHOLDER | NATURE OF IMPACT | EXTENT OF IMPACT |
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* 1. **Communication Activities**Detail 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 |
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| 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 Criteria**List milestones or goals by which to measure success of the change.
1. **Organizational Change Management Team**

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