**CHANGE MANAGEMENT [A green sign with white text

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STRATEGY TEMPLATE EXAMPLE**

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| --- | --- | --- | --- |
| PROJECT NAME | | PROJECT MANAGER | VERSION NO. |
| Project Alpha | | Lori Garcia | 0 |
| ORGANIZATION | | DATE CREATED | VERSION DATE |
| 123 Organization Co. | | MM/DD/YY | MM/DD/YY |
|  |  |  |  |
| STRATEGIC ITEM | DESCRIPTION | | |
| Change Management Team Structure | Identify who will perform the change management work and involve key stakeholders. Create a change management team and embed a change manager with the project team. Use specific assignments for change management resources. | | |
| Transparency | Share as many details as possible to keep team members informed. Acknowledge challenges or adverse outcomes that may occur. | | |
| Communication | Communicate the change, who is affected, why it is essential, where, and when it will occur in open team meetings. | | |
| Resistance | Plan for change resistance that may occur in departments impacted differently than others. Anticipate team members having different solutions to the same problem or invested in how things are currently. | | |
| Roadmap | Outline the current situation to ensure a better understanding of the change and its impact and that there are no gaps in the process. | | |
| Risk | Document the change project risk and potential risk factors. | | |
| Other | Content | | |
| Other | Content | | |

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