**ORGANIZATIONAL CHANGE 
MANAGEMENT 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 |
|  |   |   |   |
| Sort outlineSTRATEGIC ITEM | DESCRIPTION |
| Planning | State when, how, and why the organizational change is happening. Document the project tasks and a complete timeline. |
| Transparency | Share as many details as possible in all phases to keep employees informed. Acknowledge any challenges or brief adverse outcomes that may occur. |
| Organizational Roadmap | Outline the organization’s current status and how the change will affect its future. |
| Training | Provide the appropriate employee training if the change involves new processes or technologies. Make sure the training is available when it is needed. |
| Participation | Provide opportunities for participation and feedback whenever possible. You can benefit from different perspectives and new things to consider. |
| Timeline | Roll out a detailed timeline long enough to give employees time to familiarize themselves with the change and adjust. |
| Other | Content |
| Other | Content |

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