### Change Management Plan Template

**Created By:**

**Date:**

**VISION STATEMENT**

What is the purpose of the change?

What does success look like?

**STAKEHOLDERS**

Who will be impacted by the change?

**PREPARING FOR THE CHANGE**

**Impact**

What will be the impact of the change on each stakeholder type?

**Motivation/Desire**

How will we build motivation and desire for this change?

**MANAGING THE CHANGE**

**Communication**

How and when will we communicate the change to stakeholders?

**Knowledge/Ability**

What needs to be done to ensure all stakeholders have the necessary knowledge and ability to successfully adopt the change?

**Tracking**

How will we track performance?

**REINFORCING THE CHANGE**

How will we reward/recognize those who adopt the change successfully?

How will we ensure the change sticks?