

Change Management Plan on a Page

Replace the grey instructional text with your own content. Use the [change management information and resources on the Wire](#) to help guide your thinking.

What is the project?	Why are we changing?	What are we changing?	Who will be impacted?	How?	When?
<p>What are the business, customer or competitor issues that have created a need to change?</p>	<p>What are the key drivers behind this project and change? If you are not the delegated decision maker, a conversation with your manager will help define the reasons for the change.</p>	<p>What elements of each impacted individual's role will change? Consider:</p> <ul style="list-style-type: none"> • processes • systems • tools and resources • roles • reporting lines • critical behaviours • mindset, attitudes, and beliefs • location 	<p>Who is changing? Who will sponsor the change?</p> <p>The delegated decision maker is the sponsor for your project and change.</p> <p>List each group and/or individual that will be impacted directly and indirectly.</p>	<p>How will you consult and communicate with your people?</p> <p>What key messages need to be shared consistently by those leading this change? What communication channels will you use? How will you ensure your messages are received and understood? What other activities are required to enact and reinforce the change?</p>	<p>When will you consult and communicate? Do you require a communications plan?</p> <p>When did/will your project and change start? When do you expect to finalise your project and change activities? When do you expect to begin seeing the benefits of your project and change?</p>
<p>What percentage of the project outcomes depend on people doing their job differently?</p>					