

Sample Change Management Plan Template

Name of Project

Project Manager	
Change Manager	
Your role	
Date (MM/DD/YYYY):	

Introduction

Purpose of the need for change Brief introduction of what the project is about

Stakeholders

Stakeholder name	Their awareness of the need for change	Support	Their influence	How you plan to manage this

Communications (link to communications plan)

Objectives	How you plan to manage the communications	Who you will be communicating to

Training/Coaching needs (link to training plan)

Who to	Their needs	How	Impact on the business

Change Management Procedure Document

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