

Change Management Plan Template

Introduction: This template is crafted to assist you in developing a comprehensive change management strategy for your digital transformation initiative. It includes sections on impact assessment, communication, training, support, and monitoring plans.

Organisation Name: [Your Organisation's Name]

Digital Transformation Initiative: [Describe the digital transformation initiative.]

1. Impact Assessment:

- **Areas Affected by Change:**
 - [List the areas of your organisation that will be affected by the change.]
 - **Impact Analysis:**
 - [Describe the potential impacts on processes, systems, and employees.]
 - **Stakeholder Identification:**
 - [Identify key stakeholders and their roles in the change process.]
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2. Communication Plan:

- **Communication Goals:**
 - [State the objectives of your communication plan.]
 - **Key Messages:**
 - [Outline the core messages to convey to stakeholders and employees.]
 - **Communication Channels:**
 - [List the channels (e.g., meetings, email, intranet) you will use to communicate.]
 - **Communication Schedule:**
 - [Provide a timeline for when communications will be released.]
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3. Training Plan:

- **Training Objectives:**
 - [Define what the training aims to achieve.]
 - **Training Audience:**
 - [Identify who will receive training.]
 - **Training Methods:**
 - [Describe the methods (e.g., workshops, e-learning) to be used.]
 - **Training Schedule:**
 - [Provide a schedule for training sessions.]
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4. Support Plan:

- **Support Strategies:**
 - [Outline the strategies to support employees during the transition.]
 - **Resources Available:**
 - [List the resources (e.g., help desks, mentors) that will be available.]
 - **Feedback Mechanism:**
 - [Describe how employees can provide feedback or seek help.]
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5. Monitoring Plan:

- **Monitoring Objectives:**
 - [State what the monitoring aims to assess.]
 - **Key Performance Indicators (KPIs):**
 - [List the KPIs to measure the effectiveness of the change management.]
 - **Review Schedule:**
 - [Provide a timeline for regular reviews of the change process.]
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6. Risk Management:

- **Risk Identification:**
 - [Identify potential risks associated with the change.]
 - **Mitigation Strategies:**
 - [Describe strategies to mitigate these risks.]
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7. Feedback and Continuous Improvement:

- **Feedback Collection:**
 - [Detail how feedback will be collected from stakeholders.]
- **Adjustment Procedures:**
 - [Explain how adjustments to the plan will be made based on feedback.]

Approval and Implementation:

- **Approved by:** [Name of the approving authority]
- **Date:** [Approval date]
- **Implementation Date:** [Date when the change management plan will be implemented]

Notes: [Use this space for any additional notes or comments related to your change management plan.]