**CHANGE MANAGEMENT PLAN**

**DEFINITION OF SUCCESS:**

**CHANGE OUTLINE:**

| Who? |  |
| --- | --- |
| What? |  |
| Where? |  |
| When? |  |
| *Why?* |  |
| How? |  |

**CORE TEAM:**

| Executive Sponsor |  |
| --- | --- |
| Core Team Lead |  |
| Communications |  |
| HR |  |
| Marketing |  |
| Support |  |
| Support |  |
| Support |  |

**MESSAGING:**

| **Audience** | **What’s in it for them?** | **Key message(s)** |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
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|  |  |  |
|  |  |  |

**CHANGE MANAGEMENT TIMELINE:**

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**PROJECT MANAGEMENT:**

| **Task** | **Owner** | **Due date** | **Completed?** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
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**FEEDBACK & RESULTS:**