Template

Change Management Checklist

Change: <Insert change title>
Date: <Insert date>

The Change Management Checklist should be used to ensure that Project Plan has addressed all necessary change management tasks and processes.

1. Background/Context

<Describe background/context. Use as much space as is needed.>

2. Objective

<Describe background/context. Use as much space as is needed.>

3. Change management checklist

No.	Task identified	Planned completion date	Done. Y/N	Date completed
1	Target outcomes agreed.			
2	Success measures agreed.			
3	Outputs agreed.			
4	Governance agreed.			
5	Reporting requirements agreed.			
6	Resources approved and allocated: - Financial; - Staff (Permanent/Contract); - External (Consulting/Supplies).			
7	Assumptions and constraints documented.			
8	Risks and issues identified (Risk Management).			
9	Related projects identified.			
10	Stakeholders identified.			

Tasmanian Government

Change management checklist (continued)

No.	Task identified	Planned completion date	Done. Y/N	Date completed
11	Project activities and milestones documented.			
12	Business systems plan documented.			
13	Communication Strategy documented.			
14	Communication materials prepared.			
15	New procedures documented.			
16	Training Plan documented.			
17	Training materials prepared.			
18	Organisational readiness assessment.			
19	Resistance mitigation plan documented.			
20	Key performance indicators agreed.			
21	Review plan in place for ongoing feedback and monitoring.			

Other change management tasks identified

No.	Task identified.	Planned completion date.	Done. Y/N	Date completed.
22				
23				
24				
25				

4. Prepared by/Accepted by

Prepared by (for acceptance): <Insert name>

Title: < Insert title>   Date: <insert date>

Accepted by: (for release): < Insert name>

Title: < Insert title>   Date: <insert date>