

Template Change Proposal

Change: <Insert change title>

Date: <Insert date>

The Change Proposal is developed to understand what change is proposed, why a change is needed and who will be delivering and supporting a change.

1. Background

<Outline the challenge, background and context for the Business Unit. Why is the change occurring? Timelines and milestones to be met. Explain actions that have been taken by the Business Unit to address the challenge eg reducing staff costs by natural attrition, part-time work options, conduct of review of program etc.>

2. Proposal for change

< How the area proposes to meet the challenge. What is the change proposed for the area? Why is this change necessary?>

3. Impact of proposal on employees

<What will be the impact on employees? How is this being managed? Include specifics on identified roles, teams or individuals who are likely to be affected by the proposed change(s) and measures imposed to minimise impact and timelines.>

4. Financial impact

<What is the financial impact of this proposal? Is there a cost to the proposal? What re the savings associated with this? Is this consistent with the Agencies financial management strategy?>

5. Structural impact

<What is the structural impact of this proposal? Will organisational structures; reporting relationships be impacted?>

6. Process impact

<What is the impact of this proposal on administrative and business processes, procedures and policies?>

7. Performance measures impact

<What is the impact of this proposal on measurement standards and criteria?>

8. Systems impact

<What is the impact of this proposal on IT platforms; reporting templates; information management and communication channels?>

9. Skills impact

<What is the impact of this proposal on skills, knowledge or capabilities required of the workforce to effectively perform their jobs?>

10. Behaviour impact

<What is the impact of this proposal on the basic fabric and beliefs of your agency, department, individuals etc?>

11. Proposal for change – communication

<How will the proposals be communicated to staff? Identify links to information sources. Identify the relevant people leading the change and their contact details. Where suggestions/alternatives are put forward during the consultation process, a response is to be provided. Where proposals are altered further consultation should occur?>

12. Proposal for change – employee support services

<What support will be provided to directly affected employees and to employees generally?>

13. Feedback required by

<Provide feedback here.>

14. Approved by:

Name: <Insert name>

Title: <Insert title>

Signature: <Sign here>

Date: <insert date>

Approved for transmission: Yes No

Recommendation comments (if any):

Approved for transmission: Yes No

Approved for transmission: Yes No

Division manager (if relevant): <Insert name>

HR Manager (if relevant): <Insert name>

Secretary: <Insert name>

Reference: Adapted from resources developed by the Department of State Growth, Tasmania, 2015.