

Template Change Plan

Change: <Insert change title>

Date: <Insert date>

The Change Plan is developed to seek approval to proceed with a change and to assist in gaining a clear understanding as to what a change is, why a change is needed and who will be delivering and supporting a change.

1. Why the change?

<Detailed background – how the change came about, the drivers for the change, what the business need is, the reasons for the change, if the change is related to a project, and how the change is related to the business >

2. What is the change?

<Detailed description including what will change, benefits of change, timing of change, cost associated with change, risks and constraints, current status of this change etc>

3. Who is involved in the change?

<Identify key roles and people that will deliver and support the change and briefly describe their responsibilities). May also include internal resources – HR, Corporate Services, Corporate Affairs, any specialists, the project manager, change manager etc. Please add rows if insufficient.>

| Role | Name(s) | Responsibilities |
|------|---------|------------------|
| | | |
| | | |
| | | |
| | | |
| | | |

<Who will be affected by the change? Please add rows if insufficient.>

| Name of individual or group | How will they be affected? |
|-----------------------------|----------------------------|
| | |
| | |
| | |
| | |

4. How and when?

<Identify what will need to change, and how and when this will occur, this could include, but not limited to:>

| What will need to change | How and when this will occur |
|---|------------------------------|
| <Policies, processes, procedures or workflows.> | |
| <Organisational structures, seating plans, tasks or job definitions.> | |
| <Skills and knowledge.> | |
| <Systems.> | |
| <Culture.> | |
| <A person's beliefs/understanding.> | |

<Identify how the change will be delivered, sustained and reinforced and when the actions will occur. (Identify what will be required to sustain and reinforce the change, this could include:>

| What will need to change | How and when this will occur |
|---|------------------------------|
| <Identifying how resistance will be managed.> | |
| <Developing an ongoing structure to support training/skills development.> | |
| <Identifying performance management requirements.> | |
| <Identifying success factors and measures.> | |
| <Identifying how success will be celebrated.> | |
| <Developing tools to obtain feedback.> | |

5. Attachments

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

6. Prepared by:

Name: <Change manager/leader name>
Position: <Change manager/leader position>
Change role: <Change manager/leader change role>
Email: <Change manager/leader email>
Phone numbers: <Change manager/leader landline and mobile number/s>
Work location: <Change manager/leader work location>
Submission date: <Date submitted for approval>

7. Approved by:**Name:** <Approved by name>**Position:** < Approved by position>**Approved:** Yes No**Recommendation comments (if any):****Signature:** <Approver's signature>**Approval date:** Date: <insert date>**Reference:** Adapted from resources developed by the Department of State Growth, Tasmania, 2015.