

Template Change Implementation Plan

Change: <Insert change title>

Date: <Insert date>

The Change Implementation Plan is developed to ensure change actions are undertaken by relevant people.

I. Change actions

(List change objectives to be achieved. Examples not limited to: Policies, procedures, processes, organisational structures, seating arrangements, tasks and job definitions, skills and knowledge, systems, culture, workflow. Add more rows if needed).

No.	Change action
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	

2. Action plan <Insert change title>

(Add more rows if needed).

No.	Change action (Brief summary of 'Change action' list)	Tasks to be completed (Detailed tasks to be completed to achieve each change action).	Who will be responsible for action	Timeframe for completion	Performance measure (Measures for Success)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

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