High Level Change Management Plan

[Project Name]

[Division/Branch Name]

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# Purpose

*<In this section describe the purpose of the change, why the change is being implemented, explain the reasons for the change.*

*\*If the project is delivered in multiple stages this change management strategy needs to be completed for each stage of the project. >*

# Background

*Provide a background to the project and the reason for the change. It may also include what strategic objectives this change will help the organisation to meet. Keep it brief and provide references to other documents if required.*

# Change Objectives

*State the change objective or set of objectives of the project, e.g. ‘To train and increase user confidence of the new online system’. Keep it simple, high-level and clear.*

# Business Impacts

The below section details the change impact on people, process and technology

What are the main elements in the change plan? [e.g. people/culture, systems/technology, documentation, positions/roles, process, skills] Each of these elements may require a particular focus in the change plan.

## People

*List the key business impacts on people.*

## Process

*List the key process impacts stemming from the change.*

## Technology

*List the technology that will be impacted by the change or technology that will impact change.*

# 

# Stakeholder Analysis

The following stakeholders are grouped by their information need and the type of involvement they will need to have with the change project.

## Impacted Groups

*< Describe all impacted groups by the project.>*

| Group name | Number of impacted users | Scale of expected impact (High/Low) | Level of resilience (High/Low) |
| --- | --- | --- | --- |
| *< Example – Executives >* |  | *<Indicate impact level e.g., High>* | *<Indicate level of resilience e.g. Low>* |
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