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1. **Project Name:**

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1. **Change Manager:**

# SCOPE OF CHANGES

1. **What’s changing? Describe the nature and scope of this change.**

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1. **What’s changing? (Select all that apply)**

Processes  Systems/Tools  Reporting Structures  Job Roles

Mindset/Attitude/Beliefs  New Products/Capabilities  Location/Facilities

Other:

1. **Why is the change happening? (What are the business needs/drivers for this change? Describe the background and reasons. Include a vision of a better future – create hope!)**

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1. **What are the ripple impacts and benefits of the change?**

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1. **Why should employees care about this change?**

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1. **What are employees expected to start doing, stop doing, learn to do, keep doing, etc?**

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1. **Will training be necessary for this change?**

Yes  No

1. **If training is necessary, who will provide the training?**

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1. **Will the training be in-person/virtual or self-paced?**

In Person/Virtual  Self-Paced

1. **Is this a permanent or temporary change?**

Permanent  Temporary (change will end: )

1. **Is the change radical or Incremental?**

Radical Incremental

# IMPACT MAP

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| --- | --- | --- | --- |
| **Groups & Size** | **Impact** | **Perceptions/Risks/Benefits** | **Mitigation** |
| Team/Group/Name  ## of employees | How are they specifically impacted? What change will they experience? | * What might they love? * What resistance/thoughts might they have? * What risks might exist? | What actions or communications might mitigate risks/concerns |
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# PERCEPTIONS/RISKS/CONCERNS

1. **What excites you about this upcoming change?**

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1. **What concerns do you have about this upcoming change?**

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1. **What resistance/thoughts might you have?**

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1. **What are the risks or consequences of not making this change?**

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1. **Are there any gaps that need to be identified?**

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# MITIGATION

1. **What actions or communications might mitigate risks/concerns?**

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# TIMELINE

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1. **When is the change occurring?**

*You can change the dates to days, week start dates, months, etc…include key dates/ milestones below*

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| --- | --- | --- | --- | --- | --- | --- |
| Date | Date | Date | Date | Date | Date | |
| Milestone | milestone | milestones | Stuff | Important date | |

*More Timeline Templates are available in the Teams Change Champions channel under files. Please do a SAVE AS if you want to use any of them.*

# COMMUNICATION PLAN

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| --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Activity/Message​** | **ADKAR** | **Sender​** | **Audience​** | **Delivery Method​** | **Frequency​/Status** |
| *ADD DATE HERE* | *Initial messaging* | *ADKAR* | *Project sponsor/project lead/PM/etc.* | *All ESD staff/leadership/project team/etc.* | *All-staff message/NewsNet/Email* | *Once/weekly/monthly/etc.*  *Complete/Pending/etc.* |
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