Change Management Roles and Responsibilities Chart

Role	Responsibilities	Contact
Sponsor	• Champion the change initiative • Allocate resources • Communicate vision and goals	
Change Manager	• Develop change strategy and plan • Coordinate implementation • Monitor progress	
Project Manager	• Integrate change activities with project plan • Track milestones • Report status	
Communication Lead	• Develop communication materials • Manage communications • Disseminate updates	
Training Lead	• Assess training needs • Develop and deliver training • Support user adoption	
Super Users / Champions	• Advocate for change within departments • Support and guide users • Provide feedback	
Stakeholders	• Participate in feedback sessions • Communicate concerns and needs • Support change implementation	