

Change Management Implementation Plan Example

1. Objectives of Change Management

- Facilitate smooth transition from current to future state
- Minimize resistance and maximize engagement
- Ensure all stakeholders are informed and involved

2. Stakeholder Analysis

Stakeholder	Role	Impact	Engagement Strategy
Senior Leadership	Sponsor	High	Regular briefings, feedback sessions
Department Heads	Change Champions	Medium-High	Workshops, ongoing support
Staff	End Users	Medium	Training, FAQs, feedback channels

3. Change Management Activities & Timeline

Phase	Activity	Owner	Timeline
Preparation	Change readiness assessment	Consulting Team	Week 1
Communication	Develop communication plan	Project Manager	Week 2
Engagement	Stakeholder meetings & workshops	Consultants, Dept. Heads	Weeks 3-5
Training	Conduct user training sessions	HR, Consultants	Weeks 4-6
Reinforcement	Ongoing support & measurement	Project Team	Weeks 6+

4. Communication Plan

1. Kick-off Announcement: Email from leadership
2. Project Updates: Weekly newsletter
3. FAQs & Resources: Centralized intranet page
4. Feedback Mechanism: Regular surveys & Q&A sessions

5. Success Metrics

- User adoption rates
- Stakeholder feedback scores
- Training attendance & completion
- Number of issues/resistance points logged