

Organizational Change Management Proposal

Prepared for: [Client / Company Name]

Date: [Date]

1. Executive Summary

[Provide a brief overview of the change initiative, objectives, and key expected outcomes.]

2. Objectives

- [Objective 1]
- [Objective 2]
- [Objective 3]

3. Scope of Change

[Summary of what areas, teams, or processes are impacted; describe the scope and boundaries of the change.]

4. Change Management Approach

1. **Assessment & Analysis:** [Assess readiness, stakeholders, and risks]
2. **Strategy Development:** [Define vision, goals, and key messages]
3. **Engagement & Communication:** [Plan and execute communication activities]
4. **Training & Support:** [Outline training programs and resources]
5. **Monitoring & Feedback:** [Establish metrics and feedback mechanisms]

5. Key Stakeholders

- [Stakeholder Group 1]
- [Stakeholder Group 2]
- [Stakeholder Group 3]

6. Risks & Mitigation Strategies

- **Risk 1:** [Description] – *Mitigation:* [Strategy]
- **Risk 2:** [Description] – *Mitigation:* [Strategy]

7. Timeline

[Include a summary timeline or milestones for the change management activities.]

8. Measurement & Success Criteria

[Define how success will be measured; list key performance indicators or outcomes.]

9. Proposal Acceptance

[Include terms, conditions, and next steps for approval.]

Name & Signature

Date