

# Change Management Consulting Action Plan

## Project Overview

Client:  
Consultant:  
Date:  
Project Objective:

## Key Phases & Deliverables

Phase	Objectives	Key Activities	Deliverables	Timeline
1. Assessment	Understand current state, readiness, and stakeholder landscape.	<ul style="list-style-type: none"><li>Conduct stakeholder interviews</li><li>Analyze current processes</li><li>Change impact assessment</li></ul>	<ul style="list-style-type: none"><li>Assessment Report</li><li>Stakeholder Map</li></ul>	
2. Strategy Development	Design change management strategy aligned with business objectives.	<ul style="list-style-type: none"><li>Develop communication plan</li><li>Create training approach</li><li>Risk analysis</li></ul>	<ul style="list-style-type: none"><li>Change Strategy Document</li><li>Risk Management Plan</li></ul>	
3. Implementation	Deploy change initiatives and monitor adaptation.	<ul style="list-style-type: none"><li>Execute communications</li><li>Deliver training sessions</li><li>Provide change support</li></ul>	<ul style="list-style-type: none"><li>Progress Reports</li><li>Training Materials</li></ul>	
4. Sustainment	Ensure change sustainability and continuous improvement.	<ul style="list-style-type: none"><li>Monitor KPIs</li><li>Collect feedback</li><li>Develop improvement actions</li></ul>	<ul style="list-style-type: none"><li>Sustainment Plan</li><li>Final Evaluation Report</li></ul>	

## Stakeholder Management

- Stakeholder identification and engagement strategies
- Regular update meetings
- Feedback mechanisms

## Communication Plan

- Key messages for each stakeholder group
- Communication frequency and channels
- Responsible persons

## Risks & Mitigation

- Potential resistance to change
- Resource constraints
- Mitigation actions for each identified risk

## **KPIs & Success Metrics**

- Adoption rate
- Employee feedback scores
- Project milestones achieved

## **Next Steps**

- ☐ Finalize assessment phase
- ☐ Approve change management strategy
- ☐ Schedule training and communications