

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">Conduct stakeholder interviewsAnalyze current processesChange impact assessment	<ul style="list-style-type: none">Assessment ReportStakeholder Map	
2. Strategy Development	Design change management strategy aligned with business objectives.	<ul style="list-style-type: none">Develop communication planCreate training approachRisk analysis	<ul style="list-style-type: none">Change Strategy DocumentRisk Management Plan	
3. Implementation	Deploy change initiatives and monitor adaptation.	<ul style="list-style-type: none">Execute communicationsDeliver training sessionsProvide change support	<ul style="list-style-type: none">Progress ReportsTraining Materials	
4. Sustainment	Ensure change sustainability and continuous improvement.	<ul style="list-style-type: none">Monitor KPIsCollect feedbackDevelop improvement actions	<ul style="list-style-type: none">Sustainment PlanFinal Evaluation Report	

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