

Change Management Roles and Responsibilities Matrix

Role	Primary Responsibilities	Key Activities
Change Sponsor	<ul style="list-style-type: none">Provide overall direction and support for change initiativesChampion the change at executive level	<ul style="list-style-type: none">Define objectives and outcomesCommunicate visionSecure resources
Change Manager	<ul style="list-style-type: none">Plan and oversee change implementationCoordinate stakeholders and processes	<ul style="list-style-type: none">Develop change plansMonitor progressManage risks
Change Champion	<ul style="list-style-type: none">Advocate for change within teamsSupport team members through the transition	<ul style="list-style-type: none">Share updatesProvide feedbackEncourage adoption
Project Team	<ul style="list-style-type: none">Implement change as plannedProvide expertise and support	<ul style="list-style-type: none">Execute tasksDocument processShare lessons learned
End Users	<ul style="list-style-type: none">Adopt and embrace new processes or systemsGive feedback	<ul style="list-style-type: none">Participate in trainingApply new processesReport issues