

# IT Change Implementation Plan Outline

## 1. Change Summary

[Briefly describe the change, its purpose, and expected benefit]

## 2. Objectives

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

## 3. Scope

[Define what is in scope and out of scope for this change]

## 4. Stakeholders

- [Project Sponsor]
- [IT Team Members]
- [Business Units]
- [External Partners]

## 5. Impact Assessment

- Systems/Applications Impacted
- User Impact
- Business Process Impact
- Risk Analysis & Mitigation

## 6. Implementation Plan

1. Preparation Tasks
2. Execution Steps
3. Testing and Validation
4. Rollback Plan

## 7. Communication Plan

- Audience
- Methods
- Schedule
- Key Messages

## 8. Schedule and Timeline

[Key dates and milestones]

## 9. Roles and Responsibilities

- Change Owner
- Implementation Team
- Support Team
- Approval Authority

## 10. Post-Implementation Review

- Success Metrics

- Lessons Learned
- Outstanding Issues