

Change Implementation Plan Template

Project Name: _____

Change Title: _____

Date Prepared: _____

Prepared By: _____

1. Description of Change

2. Business Rationale & Objectives

3. Impact Assessment

Area	Impacted?	Description of Impact
People		
Processes		
Technology		
Other		

4. Stakeholders

Stakeholder Name	Role	Contact Info

5. Action Plan

Task	Owner	Deadline	Status

6. Risks & Mitigation

Risk	Likelihood	Impact	Mitigation

7. Approval

Approved By: _____

Date: _____