

# 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: \_\_\_\_\_