**Change Plan Template**

*“If you aren’t leading change, you aren’t leading anything. You are just managing the status quo.”*

**Name of the change initiative or strategy**

|  |
| --- |
|  |

**1. STRATEGIC PLANNING**

**Desired outcomes** (numbers and narrative – ‘the change vision’)

|  |
| --- |
| (NB: Ask whether you need to engage others in defining the change vision)  How will you measure success? |

**Why is this change necessary?**

|  |
| --- |
|  |

**Key implications of the change or strategy** (for customers, people, organisation)

|  |
| --- |
|  |

**Key Success Factors** (What must be done, developed or put in place for this to be successful?)

|  |
| --- |
|  |

**Key challenges / obstacles and plans to overcome them**

|  |
| --- |
| What are the key barriers to change (systems, culture, attitudes, …) and how will you overcome them?  How will you empower and encourage people to change? |

**Interdependencies** (What key things do you need from others? How will you ensure you get it?)

|  |
| --- |
|  |

**Quick wins** (What short-term wins can you deliver to demonstrate success? How will you publicly reward people for generating these wins?)

|  |
| --- |
|  |

**2. DELIVERY PLANNING**

**Creating a sense of urgency**

|  |
| --- |
| Do others see the need for change and the importance of acting now?  How will you create a sense of urgency? |

**Building a ‘change team’**

|  |
| --- |
| How do you plan to assemble a band of ‘change catalysts’ across the business with enough power, influence and energy to help deliver the change?  What skills / roles / people are missing in this team? |

**Communication plans** (including 2-way comms and emotional engagement)

|  |
| --- |
|  |

**High level stakeholder analysis and engagement**

|  |
| --- |
| (Use following stakeholder tools to refine planning as required) |

**Process and Governance**

|  |
| --- |
| Are accountabilities, responsibilities and decision-making processes clear?  Is the process / governance aligned to the culture and appropriate for the size and importance of the initiative?  Have you built-in formal pauses for reflection?  Schedule / timeline |

**Sustaining the change**

|  |
| --- |
| How do you plan to embed and sustain the change?  How will you incentivise the new behaviours required for success? |