**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**

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**1. STRATEGIC PLANNING**

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

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

**Why is this change necessary?**

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

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

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

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| 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?)

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

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**2. DELIVERY PLANNING**

**Creating a sense of urgency**

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| 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’**

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| 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)

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**High level stakeholder analysis and engagement**

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

**Process and Governance**

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| 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**

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