Template

Change Implementation Plan

Change: <Insert change title>

Date: <Insert date>

The Change Implementation Plan is developed to ensure change actions are undertaken by relevant people.

1. Change actions

(List change objectives to be achieved. Examples not limited to: Policies, procedures, processes, organisational structures, seating arrangements, tasks and job definitions, skills and knowledge, systems, culture, workflow. Add more rows if needed).

| No. | Change action. |
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2. Action plan <Insert change title>

(Add more rows if needed).

| No. | Change action.  (Brief summary of ‘Change action’ list) | Tasks to be completed.  (Detailed tasks to be completed to achieve each change action). | Who will be responsible for action. | Timeframe for completion. | Performance measure.  (Measures for Success) |
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