**CHANGE MANAGEMENT PLAN**

Project Title:

Project Manager/Lead:

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| --- |
| Details of proposed change, purpose and objectives: |

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| --- |
| Expected impact/consequences: |

|  |
| --- |
| Actions required to integrate into the Business Management System: |

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| --- |
| Resources required (people, equipment, skills, suppliers, subcontractors): |

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| --- |
| Key responsibilities |

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| --- |
| Estimated costs + benefits |

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| --- |
| Risks/Opportunities and planned mitigating actions: |

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| --- | --- |
| Key milestones | Target date |
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| --- | --- |
| Completed By: | Date: |
| Position: | |
| Approved By: | Date |
| Position: | |
| Not Approved (Reason) | |