



MAJOR CHANGE

MANAGEMENT PLAN TEMPLATE

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If you have been given the assignment to implement major change, you may find it to be one of the **most challenging** assignments of your career.

This **Major Change Management Plan Template** will help you ask the right questions to plan and implement successful change that creates value for your employer and enhances your career.

Can you answer the questions below?

Question: What is the compelling need for change?

01

Question: What must change to meet the need?

02

Question: What is your vision for the change you desire to adopt?

03

Question: **Who are the key constituents?**

04

a. Leader:

d. Adopters:

b. Team:

e. Resisters:

c. Champions:

f. Key Performers:

Question: **What strategy will you implement to attain your vision?**

05

Question: **What is your plan to deliver that strategy?**

06

a. Goals:

d. Budget:

b. Skills:

e. Timeline:

c. Resources:

f. Measurement:

g. Tactics:

Question: What is your plan to engage your organization?

07

- a. Communicate compelling need
- b. Enlist key constituents commitment
- c. Give clear direction & expectations
- d. Provide the “what’s in it for me” answers
- e. Provide training and education
- f. Offer incentives
- g. Transparent communication
- h. Earn trust



Question: How will you manage transition?

08

- a. Regular feedback
- b. Lean on key constituents commitment
- c. Hold constituents accountable
- d. Make it personal
- e. Relieve stress
- f. Engage key performers to influence others
- g. Reward performers
- h. Balance speed with capability

Question: How will you monitor progress?

09

- a. Time:
- b. Resources:
- c. Budget:
- d. Acceptance:
- e. Completion:

Question: **How will you assess achievement?**

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a. Vision attainment:

b. Vision effectiveness:

c. Plan performance:

d. Organization disruption:



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