**Project Name**

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| **Project Name:** |  |
| **Prepared by:** |  |
| **Date (MM/DD/YYYY):** |  |

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| **1. Introduction** |
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| **2. Project Sponsor** |
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| **3. Project Objectives** |
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| **4. Change Objectives and Principles** |
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| **5. Change Plan Elements** |
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| **6. Rationale for the Change** |
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| **7. Key Stakeholder Analysis** |
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| **8. Assessment of Readiness to Change** |
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| **9. Key Change Messages** |
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| **10. Identify Change Elements** |
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| **11. Development Change Plan** |
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| **Actions** | **Who** | **When** | **Performance Measures** |
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| **12. Consolidation** |
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| **13. Evaluation** |
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