Organizational Change Management Plan

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

<You will find italic text like this enclosed in angle brackets throughout this document. This text is for informational purposes only, and serves to guide you in the development of your Organizational Change Management Plan. Delete or replace this text when your plan is complete. Text in normal, non-italicized font is provided as an example of how your Organizational Change Management Plan might be worded. Use as is, add text, modify or delete as fits the purpose of your project.>

1. Introduction

As stated in a Change Management Plan from the National Institutes of Health (2001), "The greatest risk to the successful implementation of an enterprise-wide system is the failure to take into consideration major aspects of Organizational Change Management." The authors go on to state that poor communications, inadequate training or insufficient workforce planning can lead to a lack of acceptance of business changes and poor performance at the end-user level. In some cases, failure to provide for adequate Organizational Change Management planning has resulted in the loss of millions of dollars in failed or delayed implementation. (see http://nbs.nih.gov/pdf/change_management.pdf).

Organizational Change Management encompasses all activities aimed at helping an organization successfully accept and adopt new technologies and new ways to serve its customers. Effective change management enables the transformation of strategy, processes, technology, and people to enhance performance and ensure continuous improvement in an ever-changing environment. A comprehensive and structured approach to organizational change management is critical to the success of any project that will bring about significant change.

<Many factors related to your project may indicate the need for clear and timely organizational change management throughout the project. List those factors here:>

The following factors related to the *<Project Name>* Project indicate the need for clear and timely organizational change management throughout the project.

a. *One*
b. *Two*
c. *Three*

Effective organizational change management can minimize the impact of these factors on the project and ensure that all personnel affected by the *<Project Name>* Project receive assistance to help them manage change in their area.

SAMPLE
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