***Instructions:*** *Complete this tool to define a completed plan for the proposed change.*

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| --- |
| **Plan** |
| **Define** |
| **Topic** | **Findings and Plan** |
| Target Audience |   |
| Strategic Objective |  |
| Change Objective |  |
| Change Outcomes |  |
| Success Measures |  |
| Executive Summary |   |
| **Plan** |
| **Assess** |
| **Topic** | **Findings and Plan** |
| Self-Assessment |   |
| Sponsor Assessment |   |
| Stakeholder Assessment |   |
| OrganizationAssessment |  |
| Culture Assessment |   |
| **Plan** |
| **Prepare** |
| **Topic** | **Findings and Plan** |
| Change Readiness Assessment |   |
| Build Plan for Change and Project Management |   |
| Sponsor Expectations |   |
| **Deliver** |
| **Engage** |
| **Topic** | **Findings and Plan** |
| Core Principles / Expectations |  |
| Change Team |   |
| Identify Change Agents  |   |
| Change Resistance Strategy |   |
| Coaching Plan  |   |
| **Deliver** |
| **Manage** |
| **Topic** | **Findings and Plan** |
| Management Techniques |   |
| Communication Plan |   |
| Training Plan |   |
| **Deliver** |
| **Monitor** |
| **Topic** | **Findings and Plan** |
| Performance Management Strategy |   |
| Performance Measures |   |
| Governance Framework |   |
| **Sustain** |
| **Close** |
| **Topic** | **Findings and Plan** |
| Closure Strategy |   |
| Feedback Plan |   |
| Lessons Learned |   |
| **Sustain** |
| **Evaluate** |
| **Topic** | **Findings and Plan** |
| Ongoing Measurement Approach  |   |
| Measure Outcomes |   |
| Change Scorecard |   |
| **Sustain** |
| **Reinforce** |
| **Topic** | **Findings and Plan** |
| Leadership Engagement Plan |   |
| Ongoing Communication Plan |   |
| Incentive Plan |   |
| Corrective Actions |   |