***Instructions:*** *Describe the defining characteristics of the proposed "change" considering the type, scope, characteristics and potential impact of the change***.**

List all the key changes that are expected to result from the project, along with the implications of these impacts for specific groups (business areas, vendors, etc.) or individuals.

Identifying and engaging these stakeholders is critical for the success of the project or change initiative. List each stakeholder and define engagement approach.

Estimate what needs to be modified to accomplish the change. High level items should be listed early in the process; when the project’s design is more stable, more detailed items can be added.

Explain the reasoning behind change approval including a brief summary of the approval process, description of anticipated benefits and related consequences for a failure to act.

Describe in detail the steps and procedures that will be followed in implementing the change.