

Change Management Process

Project Charter	Change Management Plan	Element Plans	CM Overview List
<p>Project Manager / Change Manager:</p> <ul style="list-style-type: none"> Project Manager completes Project Charter in collaboration with stakeholders and presents draft Charter to Change Manager. Project Manager conducts Project Planning Session with Project Team, including Change Manager, after Charter has been finalized and Kick-off meeting completed. Output from Project Charter AND Project Planning Session becomes input to Change Management Plan. <p><u>Time to Complete:</u> 1 – 4 weeks per project</p> <p><i>* Dependent upon individual project, resource availability and capacity.</i></p>	<p>Change Manager:</p> <ul style="list-style-type: none"> Change Manager completes the Change Management Plan. This plan identifies the Change Management Elements applicable to the project* Change Manager assigns Elements to individuals on the Change Management team. <p><u>Time to Complete:</u> 1 – 2 hours per project</p> <p><i>* Change Manager may seek input from Change Management team in creating the Change Management Plan.</i></p>	<p>Change Management Team:</p> <ul style="list-style-type: none"> Individuals on the Change Management Team are responsible for planning and executing the Elements assigned to them by the Change Manager. Each Element requires a high level plan to be completed on the Element Execution Plan template. <p><u>Time to Complete:</u> 30 minutes or less per element assigned per project</p> <p><i>* Element Execution Plans are excel documents designed for each specific element to capture execution tasks at a high level.</i></p> <p><i>* Most Element Plans will have no more than a half dozen activities.</i></p>	<p>Change Management Team:</p> <ul style="list-style-type: none"> Team members are responsible for entering and maintaining the tasks from their Element plans in the TEAMs CM Overview list. Change Manager / Project Manager responsible for reviewing CM Overview list with Change Management team on a weekly basis to ensure dates and assignments are being met. <p><u>Time to Complete:</u> 10 minutes or less per individual per assigned element per week</p>
Change Management Approach	Defining and Assigning	Delivery Planning	Execution and Monitoring
		<p>Impact Assessment Plan Communications Plan Sponsorship Support Plan Resistance Management Plan Training Plan Transition to Operations Plan</p>	