

**Project Change Planning**

|                       |  |
|-----------------------|--|
| <b>Project Name:</b>  |  |
| <b>Prepared By:</b>   |  |
| <b>Version #:</b>     |  |
| <b>Date Prepared:</b> |  |

| State    | Current Status Quo  |
|----------|---|
| <b>A</b> | Describe the overall environment at a high level as it currently exists in the areas affected by the project. |

| State    | Deliverables Included   | New Status Quo  | Areas Impacted                                    | Learning Activities  |
|----------|---|---|---|--|
| <b>B</b> | List the deliverables implemented that make up state B. Include the timeline of the deliverables. | Describe the changes to the environment brought about by the deliverables implemented | List the areas / departments affected in state B. | Describe the activities to be performed to support the implementation of the deliverables. They could include; specific training plans, stakeholder meetings, web based seminars to communicate state changes, online intranet based education sites, etc. |
| <b>C</b> |   |   |   |  |
| <b>D</b> |   |   |   |  |
| etc.     |   |   |   |  |
|          |   |   |   |  |