Change Planning Worksheet

Change initiative project:

Change vision
Organizational values central to this change:
3-5 statements describing the organization's future after this change:
Strategies to execute the above vision:

Key Milestones	**Dates**	**Outcome**

Potential threats or obstacles	**Strategies to overcome threats or obstacles**

Potential opportunities	**Strategies to exploit opportunities**

Change coalition members	**Role in organization**

Communication needs		
Message	**Audience**	**Mode/date**

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