Change Management Worksheet

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| What is the goal or reason for the change project? |  |
| Who will it impact? |  |
| What threats or risks might the change project bring? |  |
| What gains or benefits are anticipated by the change project? |  |
| How will you communicate the change, and it’s benefits to your organization or team? |  |
| Draft your communication message here |  |
| What pushbacks might you encounter and how will you address those? |  |