

1. Change Management Documents

1.1 Change Description

Begin by defining the purpose of your change, areas of impact, key goals and objectives, the change management model that will be used and any assumptions and constraints that might affect its execution.

- Description of the Change:
- Purpose:
- Goals and Objectives:
- Scope / Reach / Areas of Impact:
- Change Management Model / Technique:
- Assumptions:
- Constraints:

1.2 Stakeholder Map

Identifying key stakeholders and their communication preferences is very important as they'll need to be updated throughout the change implementation.



1.3 Gap Analysis

A gap analysis helps contrast the current state of a process, project plan or organization and a desired future state that will be reached through the proposed change.

Focus	Current State	Future State	Gap	Action	Priority	Start	End	Resources
Add to Dev Team	50 employees	70 employees	50%	Recruiting	Medium	6/1/2024	12/15/2024	
New equipment	50 computers	75 computers	75%	Purchase	High	6/1/2024	7/1/2024	

Management Of Change Documentation

Siddappa N.Byrareddy



Management Of Change Documentation:

Unveiling the Magic of Words: A Report on "**Management Of Change Documentation**"

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