

# Change Management Consultation Checklist

## Change Details

Change Title\*: \_\_\_\_\_

Change Type\*: \_\_\_\_\_ > Options: Process, Equipment, Software, Organisational, Other

Change Description\*: \_\_\_\_\_

Reason for Change\*: \_\_\_\_\_

Proposed Implementation Date: \_\_\_\_\_

Impact assessment not completed

## Consultation & Communication

Stakeholders Consulted:

Stakeholder Name	Role	Consultation Method	Date Consulted

Options for 'Consultation Method': Meeting, Email, Workshop, Phone, Other

- Risk assessment completed
- Communication plan prepared
- Stakeholder resistance identified

Mitigation actions for resistance: *(Fill only if applicable)*

\_\_\_\_\_

## Approvals

Approving Manager Name\*: \_\_\_\_\_

Approval Date\*: \_\_\_\_\_

Manager Signature\*: \_\_\_\_\_ *(Sign above)*