Change initiative recorder

Use the table below to record the details of the change or changes your organization is experiencing. Use the document as a “single-source of truth, referring back to it when developing or disseminating any communications out to sponsors, agents or stakeholders to ensure messages alignment and accuracy.

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| --- | --- | --- | --- | --- |
| ID | Name | Objective | Why? Why now? | Scope |
| *A unique identifier* | *A title for the change to use for communication* | *A 1-2 sentence summation that describes the nature of the change* | *A brief statement explaining the rationale for the change* | *A brief description of the who/what areas will be impacted by the change* |
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