*<Change Project name>*

**Change Project plan**

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 Approval

|  |
| --- |
| Change Project plan approved by: |
|  |  |  |
|  |  |  |
| <Nn Nn, title, organisation> |  | <Nn Nn, title, organisation,ITP309 participant> |

# Objective

## Background and Change Project idea

< Describe briefly the background and formulate the idea.>

## Change Project objective

< Describe the objectives, what results should be ready and when >

|  |  |  |
| --- | --- | --- |
| Objective  | **Description (result)** | **Date** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

## Context and limitations

< Describe the context the Change Project is a part of. Clarify what is NOT included in the Change Project and if that is the responsibility of other Change Projects or line functions, or is excluded.>

# Resources

## Cost estimate

|  |  |  |
| --- | --- | --- |
| Calculation element | Hours | Cost |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Sum:** |  |  |

# Working methods

## Method 1

< Describe >

## Method 2

< Describe >

## Information distribution and document management

< Describe how the Change Project information will be handled and distributed.>

# Risks

< Present potential risks. Describe which measures should be taken.>

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Description of risk | Probab-ility | Impact | Priority | Counter measure |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

 Appendices and references

Appendices

< Appendices are documents that supplement or clarify the Change Project plan, e.g. requirement and solution descriptions. >

|  |  |
| --- | --- |
| Appendix | Document name |
|  |  |
|  |  |
|  |  |