**Case for Change Template**

This template provides the change manager one place to capture all of the reasons a change should occur. Information on this template will be used later to create communications

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| **Description**  What is the nature, time/frame, duration and scope of the change? | Click or tap here to enter text. |
| **Situation**  Why is this necessary now?  What is driving this effort? What is the context? | Click or tap here to enter text. |
| **Impact**  What are the anticipated challenges and benefits?  Who will be impacted? | Click or tap here to enter text. |
| **Return on Investment**  What is the expected near-term cost compared to the long-term gain? | Click or tap here to enter text. |