



# Business Change Documents

What they are and why they matter

Smart tools,  
for smarter business change

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Here's a simple breakdown of common change management documents:

Document	High Level Explanation
Change Impact Assessment	Looks at which people, systems, or processes are affected by the change so we can plan support.
Comms Plan	Helps decide what to tell people, when, how, and by whom – to keep everyone informed.
Training Needs Analysis	Spotlights what skills or knowledge people will need, and how they'll get it.
Benefits Map	Connects the change to business goals (e.g. savings, efficiencies, service improvements).
Change Strategy	A high-level guide for how we'll support, engage, and embed the change.
Stakeholder Analysis	Identifies key individuals or groups affected by the change and how we'll work with them.
Change Readiness Assessment	Gauges whether teams are prepared for the upcoming change.
Persona Profiles	Snapshots of typical employees to help tailor communications and support strategies.
Resistance Plan	Highlights possible pushback and how we'll address it early.

## Summary

Download this cheat sheet or share it with your team. More templates coming soon at [www.techbiztoolkit.com/tools](http://www.techbiztoolkit.com/tools)

