

Project Name:

Project Lead:

1. Why?

Planning the test of the change requires answering the question “who will do what, when, where, and how” for the five following activities:

- The implementation of the change
- The communication of the change, its implementation plan and rationale
- The documentation of the implementation of the change
- The measurement of the improvement indicators
- The evaluation of the effectiveness of the change

2. How?

Fill out the template below.

3. Template for the planning of the test

Issue:

Change to be tested:

What	Who	When	Where	How
Implement the change				
Communicate the change and the test				
Document the implementation of the change				
Measure the improvement indicators				
Evaluate the effectiveness of the change				

4. Next steps