Annex 4 | Format of change plan

In the table below, describe the actions that will be taken to implement the intended change. For each part, indicate which concrete actions will be taken, who will carry out these actions and what the deadline is. Make use of the insights gained from jointly completing Parts 3 & 4 of the *Impact of interventions in education* diagram.

PART 1
Aligning the intended change with the characteristics of your institution
Describe the actions needed to align the situation in your change plan with the specific situation in your educational institution.

Action	Person responsible	Deadline

PART 2
Implementing the intended change
Describe the actions required to implement the intended change.

Action	Person responsible	Deadline

PART 3
Informing stakeholders
Describe the actions required to inform all stakeholders about the change.

Action	Person responsible	Deadline

PART 4
Monitoring/interim evaluation
Describe the actions needed to retrieve insights on the impact of the change during the implementation process.

Action	Person responsible	Deadline
...		