

Documenting Implementation Team Membership, Capacities, and Roles (Template 2.1)

Directions: Complete this form to document the membership of the Implementation Team, including names, positions, capacities (referring here to the relevant skills, knowledge, and assets), organizational change responsibilities, and date joined. Revisit this form as necessary to identify gaps in membership and determine the support potentially needed from other change champions. Insert additional rows as required to accommodate changes in team membership.

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Name	Position	Capacities (i.e., relevant skills, knowledge, and assets)	Organizational change responsibilities	Date joined