

# Change Management Impact Assessment

Program:  
Project:  
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## Section 1: Impact Assessment Version Control

Version	Author	Date	Description of updates

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### Section 3: Impact Assessment Sign Off Sheet

Employee Name	Role on Project	Reviewer/Approver	Signed off
Ian Pratt	Subject Matter Expert	Approver	20/10/2014

## Section 4: <Project> <Release> Impact Assessment

Impacted Groups	Number of People Impacted	Date of change impact	Type of change	Current State	Future State	Change Description	Change Activities	Action Owner	Status/Due Date
Note the impacted group could be team, individual, line of business or customer segment		The change could be phased which may result in several dates, however if the change impacts vary at each phase then a new table for each phase should be developed	System Process Organizational structure Environment Culture	Describe the current situation	Describe the new situation when the change has been delivered	Summarize the change	What will you do to transition the people through the change?	Who will complete these actions	When will the actions be completed

Instructions: When I complete an impact assessment I generally map out the end-to-end process and complete the impact assessment following the “as is” process steps, as a result I complete the “current state” column first then build out the rest of the table. This approach can result in a department appearing on the impact assessment more than once. (If a unit of work goes from Department A to department B and then back again, department A will appear twice). Sometimes it is then necessary to copy and paste the impact assessment in to another table with the sort order change to be by department so each department can easily see a summary of their impacts, this should only be necessary on lengthy impact assessments.

Tip: For multiple releases include one impact assessment per release