

Change impact assessment template

Compare the current and proposed process. Investigate effects on people information tools and controls. This is a planning aid. Use the appropriate specialist advice and approval process for your organisation.

Define the change and impact

Proposal assessment owner and date

Current situation and proposed situation

Scope exclusions and impact area

Who or what is affected

Expected effect and supporting evidence

Assumptions uncertainty and unintended effects

Plan the response and review

Response and responsible owner

Decision or approval needed

Check before implementation

Review after implementation and review date

Outcome and remaining uncertainty

Next action and updated assessment date

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