[](https://goo.gl/P7BQMM)IMPACT ASSESSMENT TEMPLATE

|  |  |  |  |
| --- | --- | --- | --- |
| **PROJECT NAME** |  | **DATE CREATED** |  |
| **PROJECT MGR.** |  | **VERSION DATE** |  |
| **ORGANIZATION** |  | **VERSION NO.** |  |

|  |  |
| --- | --- |
| **STATE OF EVENT / ACTION / STRATEGY** | |
| **CURRENT STATE** |  |
| **RESULTING STATE POST-CHANGE** |  |
| **GAP BETWEEN CURRENT STATE AND CHANGE COMPLETION** |  |
| **KEY RISKS** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **IMPACT OVERVIEW** | | | |
| **SUMMARY OF IMPACT** | | | |
|  | | | |
| **IMPACT TYPE** | **IMPACT TIMELINE** | | **IMPACT LEVEL** |
|  |  | |  |
| **POSITIONS AFFECTED** | | **NUMBER AFFECTED** | |
|  | |  | |
|  | |  | |
|  | |  | |
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| **CHANGE REQUIREMENTS** | |
| **COMMUNICATION** |  |
| **TRAINING** |  |
| **LEADERSHIP** |  |
| **STAKEHOLDER COLLABORATION / COMMUNICATION** |  |

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