IMPACT ASSESSMENT TEMPLATE

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

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

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| **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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