**Change Requests Review & Impact Analysis**

**Overview:**  
This deliverable captures all proposed changes to the system or project scope, assessing their feasibility, risks, and effects before approval and implementation.

**Contents:**

* **Change Request Log:** Detailed record of each change request including originator, date, description, and priority.
* **Impact Analysis:** Evaluation of how the change affects:
  + **Technical aspects:** system architecture, codebase, APIs (e.g., changes to mobile money API integration).
  + **Business processes:** workflows, transaction handling, compliance.
  + **Cost and Schedule:** estimated budget impact and timeline adjustments.
  + **Risk Assessment:** potential new risks or mitigation plan modifications.
* **Stakeholder Review:** Summary of feedback from key stakeholders such as compliance, security, finance, and operations teams.
* **Decision Log:** Approved, deferred, or rejected changes with reasons.
* **Implementation Plan:** High-level steps and timelines for approved changes.

**Tools Used:** Jira, ServiceNow, Change Management modules in ERP/ITSM tools, Excel spreadsheets.  
**Purpose:** To control scope creep, ensure informed decision-making, and maintain system stability and compliance.