

Impact Assessment Worksheet

WHY USE THIS TOOL:

For any significant change, you need to understand the lay of the land. This tool can help you and your team determine and organize the impact that your new technology will have on your business, processes, employees and customers or vendors.

HOW TO USE THIS TOOL:

Allot 90 minutes. Gather project team members (and/or those most knowledgeable about the upcoming change) in person or via telephone. Collaborate to complete the document to the best of your knowledge or ability.

Technology Changes

PROJECT OR RELEASE	KEEP: Which current technology systems will STAY?	REMOVE: Which current technology systems will GO?	REPLACE: Which NEW technology will be implemented?
List your Project or Release here...	List any existing technology systems or platforms that will remain in place.	List any existing technology systems or platforms that will be removed.	List the new technology that will be implemented.
List your Project or Release here...	List any existing technology systems or platforms that will remain in place.	List any existing technology systems or platforms that will be removed.	List the new technology that will be implemented.
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Process Changes

PROJECT OR RELEASE	KEEP: Which current processes will STAY?	REMOVE: Which current processes will GO?	REPLACE: Which NEW processes will be implemented?
List your Project or Release here...	List any existing processes that will remain in place.	List any processes that will be removed.	List the new processes that will be implemented.
List your Project or Release here...	List any existing processes that will remain in place.	List any processes that will be removed.	List the new processes that will be implemented.
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List your Project or Release here...	List any existing processes that will remain in place.	List any processes that will be removed.	List the new processes that will be implemented.

Policy Changes

PROJECT OR RELEASE	KEEP: Which current policies will STAY?	REMOVE: Which current policies will GO?	REPLACE: Which NEW policies will be implemented?
List your Project or Release here...	List any existing policies that will remain in place.	List any policies that will be removed.	List the new policies that will be implemented.
List your Project or Release here...	List any existing policies that will remain in place.	List any policies that will be removed.	List the new policies that will be implemented.
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List your Project or Release here...	List any existing policies that will remain in place.	List any policies that will be removed.	List the new policies that will be implemented.

Job & Role Changes

PROJECT OR RELEASE	KEEP: Which current jobs / roles will STAY?	REMOVE: Which current jobs / roles will be ELIMINATED?	REPLACE: Which NEW jobs / roles will be implemented?
List your Project or Release here...	List any existing jobs / roles that will remain in place.	List any jobs / roles that will be removed.	List the new jobs / roles that will be implemented.
List your Project or Release here...	List any existing jobs / roles that will remain in place.	List any jobs / roles that will be removed.	List the new jobs / roles that will be implemented.
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Facilities / Location Changes

PROJECT OR RELEASE	KEEP: Which current facilities / locations will STAY?	REMOVE: Which current facilities / locations will be CLOSED?	REPLACE: Which NEW facilities / locations will be opened?
List your Project or Release here...	List any existing facilities / locations that will remain in place.	List any facilities / locations that will be closed.	List the new facilities / locations that will be opened.
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External Vendor / Partner Changes

PROJECT OR RELEASE	KEEP: Which current Vendor / Partner relationships will STAY?	REMOVE: Which current Vendor / Partner relationships will be ELIMINATED?	REPLACE: Which NEW Vendor / Partner relationships will be implemented?
List your Project or Release here...	List any existing Vendor / Partner relationships that will remain in place.	List any Vendor / Partner relationships that will be eliminated.	List the new Vendor / Partner relationships that will be implemented.
List your Project or Release here...	List any existing Vendor / Partner relationships that will remain in place.	List any Vendor / Partner relationships that will be eliminated.	List the new Vendor / Partner relationships that will be implemented.
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