

IMPACT ANALYSIS TEMPLATE

This template is designed to enable you to keep a log of the issues that a project faces and to record the likely impact that each issue could have on the overall success of the project. The different issues will be classified into a defined project type and a description of what it is and how it could affect the project are listed. This log also lists the work package implicated by the issue.

Not all fields of this template are relevant for every project, as project manager you will determine which fields are necessary for your project and meet the needs of the organization's culture. The level of detail will also vary according to the recipient of the data and a glossary of terms used in the descriptions should be attached to ensure easy comprehension.

Project Working Title:

Project Description:

Author:

Contact Details:

Version:

Date:

Version.No.
History

Author & Reason for review

Date Revised

Approved Name & Signature

Date Approved

1.0

CIRCULATED TO:

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Issue Name	Work Package	RAISED		IMPACT		Priority	RESOLUTION		Assigned to
		Raised By	Date	Description	Type		Description	Date	

Issue Name	Work Package	Raised By	Date	IMPACT			RESOLUTION		Assigned to
				Description	Type	Priority	Description	Date	

GLOSSARY OF PROJECT TERMS	
Acronym / Term	Standard or Project Definition
PMO	Project Management Office