

# Change Impact Assessment Report

Change Request ID:

Prepared By:

Date:

Project Name:

## 1. Change Description

## 2. Reason for Change

## 3. Impact Assessment

Area	Description of Impact
Scope	
Schedule/Timeline	
Resources	
Budget/Cost	
Quality	
Risks	
Other (Specify)	

## 4. Stakeholders Affected

## 5. Mitigation Actions

6. Recommendations

7. Approvals

Name	Role/Designation	Signature	Date