

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

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7. Approvals

Name	Role/Designation	Signature	Date