

# Change Impact Assessment Report

Project Name:

Date:

Prepared By:

Change Request Title/ID:

## 1. Change Description

## 2. Reason for Change

## 3. Impacted Areas

Area	Impact Description
Process	
People	
Technology	
Policy	
Other	

## 4. Stakeholder Assessment

Stakeholder/Group	Impact	Action/Communication Plan

## 5. Risks & Mitigations

Risk	Impact	Mitigation Plan

## 6. Recommendations

7. Approval

Reviewed By:

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Date:

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Decision:

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