

IT Change Impact Assessment Report

1. Change Overview

Change Title: _____
Change Reference ID: _____
Requestor: _____
Date: _____
Description: _____

2. Reason for Change

3. Impact Assessment

Area	Potential Impact	Assessment
Users / Departments		
Systems / Applications		
Business Processes		
Data / Information		
Technology (Hardware/Software)		
Support / Operations		
Other		

4. Risk Assessment

- Risk 1: _____
- Risk 2: _____
- Risk 3: _____

Mitigation Strategies:

5. Stakeholder Involvement

Stakeholder	Role	Involvement Required

6. Implementation Plan

7. Backout/Contingency Plan

8. Approval

Name	Role	Signature	Date