

# 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