

Process Impact Analysis Report

Date: _____

Prepared By: _____

1. Purpose

2. Process Overview

3. Change Description

- Change Title: _____
- Change Owner: _____
- Description: _____

4. Impacted Areas

| Area/Department | Impact Description | Severity (Low/Medium/High) |
|-----------------|--------------------|----------------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |

5. Risk Assessment

| Risk | Likelihood | Impact | Mitigation |
|-------|------------|--------|------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

6. Stakeholder Analysis

| Stakeholder | Interest/Concern | Involvement Level |
|-------------|------------------|-------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |

7. Recommendations / Action Plan

- _____

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8. Approval

Prepared By

Approved By