

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