**CHANGE IMPACT ASSESSMENT TEMPLATE**

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| --- | --- | --- | --- |
| Organization |  | Date Created |  |
| Suggested Change |  | | |

|  |  |
| --- | --- |
| State of Event / Action / Strategy | |
| Current State |  |
| Resulting State Post – Change |  |
| Gap Between Current State and Change Completion |  |
| Key Risks |  |

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| --- | --- | --- | --- |
| Impact Overview | | | |
| Summary of Impact | | | |
|  | | | |
| Impact Type | Impact Timeline | | Impact Level |
|  |  | |  |
| Positions Affected | | Number Affected | |
|  | |  | |
|  | |  | |
|  | |  | |
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| --- | --- |
| Change Requirements | |
| Communication |  |
| Training |  |
| Leadership |  |
| Stakeholder Collaboration / Communication |  |