**BUSINESS IMPACT ASSESSMENT**

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| --- | --- | --- | --- |
| Project Name | [Project Name] | Date Created | [MM/DD/YYYY] |
| Project Mgr. | [Manager Name] | Version Date | [MM/DD/YYYY] |
| Organization | [Organization Name] | Version No. | [Number] |

|  |  |
| --- | --- |
| **STATE OF EVENT / ACTION / STRATEGY** | |
| Current state | [Status] |
| Resulting state post-change | [Result] |
| Gap between current state  and change completion | [Time] |
| Key risks | [Keys] |

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| --- |
| **IMPACT OVERVIEW** |
| **SUMMARY OF IMPACT** |
| [Summary] |

|  |  |  |
| --- | --- | --- |
| **IMPACT TYPE** | **IMPACT TIMELINE** | **IMPACT LEVEL** |
| [Type] | [Time Line] | [Level] |

|  |  |
| --- | --- |
| **POSITIONS AFFECTED** | **NUMBER AFFECTED** |
| [Position] | [Number] |

|  |  |
| --- | --- |
| **CHANGE REQUIREMENTS** | |
| Communication |  |
| Training |  |
| Leadership |  |
| Stakeholder Collaboration / Communication |  |