Template

Change Impact Analysis

Change: <Insert change title>  
Date: <Insert date>

The Change Impact Analysis is developed to identify people (employees, clients, stakeholders) affected by the proposed changed.

1. Stakeholders (direct and indirect)

| Name of individual and/or group. | Level of awareness of change. | Level of support for the change. |
| --- | --- | --- |
| <Complete all cells> |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

2. Stakeholder impact (detailed impact analysis)

| Name of individual and/or group. | Potential impacts/challenges/issues. | Action.  (Who will be responsible for the action and timeframes). |
| --- | --- | --- |
| <Complete all cells> |  |  |
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|  |  |  |
|  |  |  |

3. Advocates/early adopters (detailed impact analysis)

<Who is likely to promote, support and encourage the change and who is like to adopt the change early?>

4. Evaluation

<How you will know you have been successful eg stakeholder feedback, surveys, level of resistance etc>

**Reference:** Adapted from resources developed by the Department of State Growth, Tasmania, 2015.