

Template Change Impact Analysis

Change: <Insert change title>

Date: <Insert date>

The Change Impact Analysis is developed to determine stakeholders affected by the proposed change.

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>		

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.