

# Leader Toolkit

## Change impact assessment



We are **RESPONSIBLE** leaders, **DEDICATED TO QUALITY**.

We do the right thing and strive for excellence in all we do.

### Why use this tool

Use this tool to understand how planned changes expected to result from a project, will impact specific groups or individuals.

### When to use this tool

Use this tool when the detail of a change initiative is understood and you are ready to develop a plan of action to address each impact.

### How to use this tool

1. List the key changes by considering what you are moving '**from**' and what you expect to move '**to**'. Use the **Describe desired change** tool to help identify the 'from' and 'to' changes.
2. For each change listed, **identify the stakeholder groups** that will be impacted.
3. Describe **how** they will be impacted?
4. Is the impact likely to be **high, medium or low**.
5. Provide **actions** to address the impacts.

### Tips

- **Be specific about impacts** – this will allow you to be clearer about actions required
- Take the time to understand what is **actually happening rather than what people think is meant to be happening**. Over time people make changes to what they are doing and they are not always documented – look for 'work-arounds'

# Change impact assessment



	1. What is changing?	2. Identify the impacted stakeholder or group?	3. How are they impacted?	4. H M L	5. Actions
1	From  To				
2	From  To				
3	From  To				
4	From  To				
5	From  To				

