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| Item | Rating/Descriptions |
| **Spread of impact (S)** |  |
| 1 How many people impacted | Rate 1-5 |
| 2 Numbers of business units/teams involved | Number - Write names of business units |
| 3 Number of external parties impacted | Number - Write names of external parties |
| 4 Geographical locations | List locations |
| **Nature of impact (N)** |  |
| 1 Overall level of change for those impacted | Rate 1-5 |
| 2 System or technology impacts | List systems |
| 3 Business process impacts | List processes |
| 4 Role/Job impacts | List roles impacted and level of impact |
| 5 Behavioural impacts | For each role list behavioural impacts and rate level of impact   |
| 6 Org structure impacts | List parts of org structure or team structure impacted |
| 7 Customer/Partner impacts | List any impacts on customers or partners |
| 8 Complexity of change transition | Describe and rate transition complexity |
| **Change Risk (C)** |  |
| 1 Clear alignment to business strategy | Is the project directly aligned to business strategy |
| 2 Perceived need by impacted groups | Do impacted stakeholders see the need for the project |
| 3 Risk of roll out clash with other projects | Are there other key projects executed at the same time |
| 4 Positivity toward change from previous change history | Rate 1-5 |
| 5 Sponsor engagement level | Rate 1-5 |
| 6 Business engagement level | Rate 1-5 |
| 7 Pre-work level required prior to change | Rate 1-5 |
| 8 Ease of full embedment/adoption post roll out | Rate 1-5 |