Purpose

The Change Impacts List Template is used to capture differences between the AS IS and TO BE business processes. These differences are typically identified via participation in project working sessions, and review of the Business Requirements, and Solution Design. Change Impacts may also be captured from the FX Business Process Inventory that is based on MITA process requirements.

Given the type and level of change, the OCM Team determines the best course of action to prepare the impacted groups for the change in process. This is typically completed with training but can include communication and engagement activities as well.

Impact Levels

The scale used describes that extent to which stakeholders are impacted by the future state change listed.

H - High -> impact is substantial

M - Medium -> impact is moderate

L - Low -> impact is minimal

Considerations

Overall, impacts captured in this template represent tangible updates to how stakeholders will do their work or interact within the organization.

List updates to workflow, procedures, organizational structure, software, equipment, etc.

Completed By

This template is completed by the Training Lead or the Project OCM Lead.

Completed When

This template is completed during the 4. Execute OCM Activities phase of the OCM Standards which aligns with FXPLC phase Requirements Analysis & Design.

ID#	Project/Workstream	Source	Item Today	Item Tomorrow	Required?	Impact	Stakeholders Impacted	Impact Type	Action Plan
	Name of project or workstream within the project	*Origin of Information (i.e. file name, item ID)*	*Current State (details of As Is)*	*Future State (details of To Be)*	*Y/N*	*HML*	*Stakeholder Group Name*	*People, Policy, Process, Structure, or Technology*	*Activities proposed to help impacted roles navigate the change*