

IMPACT ASSESSMENT TEMPLATE



PROJECT NAME		DATE CREATED	
PROJECT MGR.		VERSION DATE	
ORGANIZATION		VERSION NO.	

STATE OF EVENT / ACTION / STRATEGY

CURRENT STATE	
RESULTING STATE POST-CHANGE	
GAP BETWEEN CURRENT STATE AND CHANGE COMPLETION	
KEY RISKS	

IMPACT OVERVIEW

SUMMARY OF IMPACT

--	--	--

IMPACT TYPE	IMPACT TIMELINE	IMPACT LEVEL
-------------	-----------------	--------------

--	--	--

POSITIONS AFFECTED	NUMBER AFFECTED
--------------------	-----------------

CHANGE REQUIREMENTS

COMMUNICATION	
----------------------	--

TRAINING	
-----------------	--

LEADERSHIP	
-------------------	--

STAKEHOLDER COLLABORATION / COMMUNICATION	
--------------------------------------------------	--

DISCLAIMER

Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk.