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# Change Impact Assessment Checklist

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Use this checklist to guide your Change Impact Assessment process. It helps ensure you capture all key details, assess impacts thoroughly, and prepare for stakeholder communication and adoption planning.

## 1. Define the Change

- ☐ Document the nature and scope of the change.
- ☐ Identify whether the change is process, system, organizational, or cultural.
- ☐ Define objectives and expected outcomes.

## 2. Identify Stakeholders

- ☐ List all impacted stakeholder groups.
- ☐ Determine level of influence and interest for each group.
- ☐ Note key champions and potential resistors.

## 3. Assess Impact Areas

- ☐ Identify which business processes will be affected.
- ☐ Determine impact on roles and responsibilities.
- ☐ Highlight changes to systems, tools, or workflows.
- ☐ Consider cultural or behavioral impacts.

## 4. Analyze Degree of Impact

- ☐ Rate impacts as High, Medium, or Low for each group.
- ☐ Map intensity of impact against stakeholder groups.
- ☐ Prioritize high-risk areas needing additional support.

## 5. Gather Input & Validate

- ☐ Conduct focus groups, interviews, or surveys with stakeholders.
- ☐ Validate assumptions with managers and SMEs.
- ☐ Refine impact ratings based on feedback.

## 6. Document Risks & Resistance

- ☐ Identify potential sources of resistance.
- ☐ Assess risk severity and likelihood.
- ☐ Document mitigation strategies.

## 7. Plan Communication & Training Needs

- ☐ Develop targeted communication messages.
- ☐ Identify training requirements by role/team.
- ☐ Schedule communication and enablement activities.

## 8. Review & Finalize

- ☐ Share draft assessment with sponsors and leaders.
- ☐ Incorporate feedback into final version.
- ☐ Store checklist and results in your OCM Solution Portal for tracking.

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