# Change Impact Summary Description

The Change Impacts Summary is designed to provide a high-level view of the change impacts by workstream or Function and to detail activities to mitigate the change impacts.

Using the Change Impact Tracker, the project team has documented change impacts, evaluated their magnitude, and developed recommendations to mitigate the risk. This document serves as a summary to align with the recommendations.

# Instructions

1. Review the Change Impact Tracker.
2. Group the changes by Function (or team), as well as the degree of impact.
3. Update slide #5 first
   1. Fill in the impacts for each of the following areas
      1. Processes, Policies & Procedures
      2. Organization/Structure
      3. Roles/Workload/Skills
      4. System/Application Changes
      5. Data Impact
   2. Once you fill in the details, look at each box to determine if the impacts aggregate into a Low, Medium, or High degree of change. Adjust the colors accordingly.
4. Use the color-coding on slide #5 to update the heat map on slide #4
   1. Add boxes for each Function (or team)
   2. Evaluate the degree of change first, then adjust to reflect the number of impacted team members.
   3. Note: while this process might seem subjective, if you try to use the same criteria for each Function or team, it will be enough to facilitate the review and alignment with leaders.
5. Use your Change Impact Tracker to fill in slides 6-9 (add or remove slides as necessary).
   1. If you’ve noted the changes by Function, the table includes columns to identify the business units. Remove these columns if they don’t apply to your structure.
   2. When filling in “Implication,” think of the possible outcome if the change is not addressed. This highlights the need to act on the recommendation.
   3. These slides will serve to align leaders on the actions.
6. Use slide #10 to identify the next steps.
   1. These typically include additional reviews with key stakeholders.
   2. You may also have surfaced a cross-team or cross-function issue that will need additional follow up.

# Suggestions

* The change management team has likely developed recommendations as they have captured the change impacts. This wholistic review helps capture cross-team or cross-function changes.
* It also helps to review the impacts to operational meetings that coordinate work across teams or functions.
* Stakeholders may have different perspectives about the areas of highest impact, what is most important for mitigating risk, and what actions should be taken to achieve desired results. The change management team can facilitate a discussion to align differing points of view.