



Status Draft

Monday, 2 March 2020

Business Analysis (BAPL)

Change Impact Assessment

<<Project Name>>

 Improve | Innovate | Digitise

 Improve | Innovate | Digitise

**Document Controls**

**Project Information**

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| Organisation | << Organisation Name >> |
| **Project Sponsor** | << Project Sponsor >> |
| **Project Name** | << Project Name >> |
| **Project Number** | << Project ID >> |

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**Version History**

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| --- | --- | --- | --- |
| Version | Date | Nature of Amendment  | Changed By  |
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The content of this document has been reviewed by:

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**Table of Contents**

[Document Controls II](#_Toc35357972)

[Stakeholder Review III](#_Toc35357973)

[Sign-off/Acceptance III](#_Toc35357974)

[Table of Contents IV](#_Toc35357975)

[Table of Tables V](#_Toc35357976)

[1. Overview 7](#_Toc35357977)

[2. Impacted Parties 8](#_Toc35357978)

[3. Impact Details 9](#_Toc35357979)

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1. *The dark blue text represents help/instructional text in the template – please remove it from the final version and/or before publishing the document.*
2. *This template is designed to capture stakeholder requirements only. Detailed functional and non-functional requirements should be captured in the BAPL Functional Requirements Specification template.*
3. *When populating this template, consider value chains and design thinking (RFI level requirements).*
4. *Please do not remove any section(s) from this document unless otherwise specified.*
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8. *Introduce naming conventions as required for traceability purposes.*

**Naming Standards/Terminology**

|  |  |
| --- | --- |
| **Requirement Category** | **Naming Standard/Terminology** |
| Stakeholder Requirement | SR |
| User Story | US |

**Other Naming Standards/Terminology**

|  |  |  |
| --- | --- | --- |
| **Item Category** | **Naming Standard/Terminology** | **Examples** |
| Business Rule | BR <Integer/Number> | BR1, BR25, BR50 |
| Use Case | UC <Integer/Number> | UC10, UC15, UC25 |
| Use Case Diagram | UCD <Integer/Number> | UCD1, UCD5 |
| Context Diagram | CD <Integer/Number> | CD2, CD5 |
| Sequence Diagram  | SD <Integer/Number> | SD10, SD15 |
| Work Flow Diagram | WFD <Integer/Number> | WFD5, WFD7 |
| Data Flow Diagram | DFD <Integer/Number> | DFD3, DFD10 |
| Data Dictionary | DD <Integer/Number> | DD3, DD7, DD10 |

# Overview

*Describes the key changes that will be brought about from the <Program Name>. These changes will form the basis for measuring impacts across a number of key impact categories including; people, process, technology & customers.*

|  |  |  |
| --- | --- | --- |
| **Change** | **As - is** | **To - be** |
| *e.g. Changing from manual time entering into a finger print system* | *e.g. Employees enter their in & out times manually into the system* | *e.g. Employees to use the finger print devices available on all entry points when entering & leaving an exit to record the in & out times.* |
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#

# Impacted Parties

*Summary of impact areas by stakeholder group. The changes are measured across key impact categories.*

*Use the colour coding in the ‘Impact Level Rating’ table below to complete the “Type & Level of Impact” section*

|  |
| --- |
| **Impact Level Rating** |
| **Comprehensive (4)** | **Significant (3)** | **Moderate (2)** | **Minor (1)** |

|  |  |
| --- | --- |
|  | **Type & Level of Impact** |
| **Group/ Business Line** | **Area** | **No of FTE** | **People & Org** | **Process, Procedures & Policy** | **System & Technology** | **Customer, inc product & Service** |
| *<Insert impacted stakeholder group e.g. Health & Benefits>* | *<Insert team e.g. Operations>* | *<Insert FTE e.g. 25>* |  |  |  |  |
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# Impact Details

*Key impacts and high-level change activities required by impacted parties should be listed down here. The changes are measured across key impact categories.*

*Use the colour coding in the ‘Impact Level Rating’ table below to complete the table.*

|  |
| --- |
| **Impact Level Rating** |
| **Comprehensive (4)** | **Significant (3)** | **Moderate (2)** | **Minor (1)** |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Impacted Party** | **Role** | **Overall Impact** | **Impact Rating** | **Required Activity to Upskill** | **People & Org** | **Process, Procedures & Policy** | **System & Technology** | **Customer, inc Product & Service** |
| *<insert which Business area will be affected e.g. H&B Operations>* | *<specify which roles names are impacted or ‘All roles’>* | *<insert brief description of impact>* | *<use 1-4 to indicate overall impact rating, 4 being highest & 1 being lowest>* | *<insert required change activities e.g. Communications/ Training>* | *<insert brief description of how impacted – colour code squares according to impact>* | *<insert brief description of how impacted – colour code squares according to impact>* | *<insert brief description of how impacted – colour code squares according to impact>* | *<insert brief description of how impacted – colour code squares according to impact>* |
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