



Change Impact Analysis Checklist

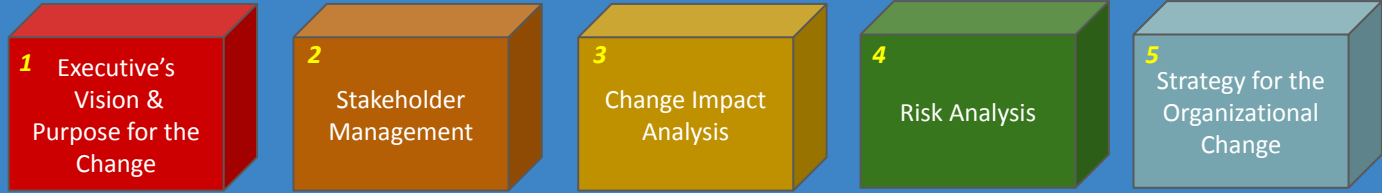
Soundstep Consulting Services' Organizational Change Management Framework (OCMF-13) for Major Transformation Programs

Simplicity and Clarity

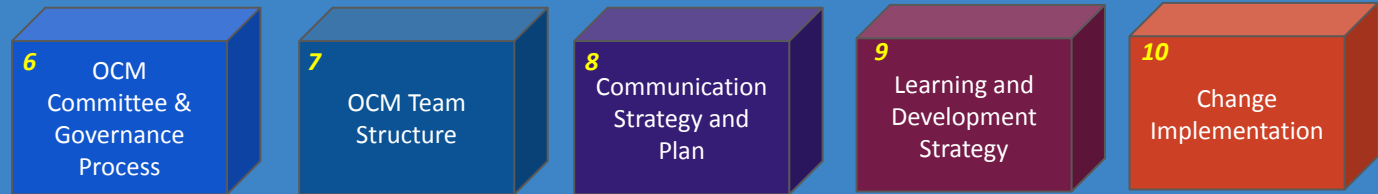


The 13 Components of the SoundStep Consulting Services' Organizational Change Management Framework (OCMF-13)

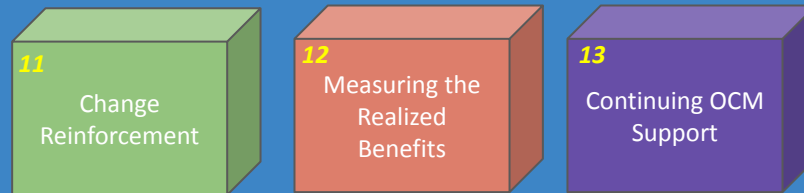
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Change Impact Analysis Checklist

1. Has a Change Impact Analysis been conducted that captures how each department in the company will be affected by the Program/
2. Does the Change Impact Analysis include well-defined descriptions of the Current State and Future State of the business, and each of the impacted departments?
3. Have the following Types of Impact been identified and analyzed?
 - a. Impact on Policy(ies)
 - b. Impact on the Company's Culture
 - c. Impact on the Company's Business Operating Model?
 - d. Impact on Impact on Business Processes
 - e. Impact on People's Roles, Responsibilities, and Careers
 - f. Impact on Organization Structure (for the company, or affected departments)?
 - g. Impact on 3rd Party Partners and Alliances
4. Has the magnitude of each Type of Impact been estimated?
5. For each Type of Impact how will they differ because of geographic locations, legal entity structure, and local laws and regulations.
6. Has the Change Impact Analysis been shared with all impacted Stakeholders?
 - a. Have the Stakeholders' feedback and concerns been captured?
 - b. Have the Stakeholders formally signed-off on the Change Impact Analysis report?



Simplicity and Clarity



Thank You!

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