



PERFORMING AN INITIAL IMPACT ANALYSIS

Scan the items listed and mark each item that is directly impacted by the change and leave blank those that are not. Add any additional items that you know are relevant to your particular change effort.

Business / Organizational Impacts

- Purpose/Vision/Mission
- Business Strategy
- Market Requirements
- Customer Interface
- Organizational Structure
- Management Systems (i.e., CRM, ERP, etc.)
- Infrastructure
- Business Processes
- Technology
- Equipment
- Tasks/Job Definition/Job Levels
- Product Lines
- Services
- Geographical Delineations
- Vendors
- People: Numbers/Demographics
- Competencies
- HR Systems
- Policies/Procedures
- Resources Needed/Resources Available
- Space Requirements/Layout/Facilities
- Image (How we are perceived by the marketplace)
- Identity (Who we are, how we see ourselves)
- Customer Service
- Union Relations
- Response to Government Regulations
- Merger or Acquisition

PERFORMING AN INITIAL IMPACT ANALYSIS, Cont'd

- Splits/Divestitures
- Down-sizing
- Growth/Expansion/Start-ups
- Management Succession
- Work Flow
- Governance and Decision-Making
- Team Structures and Requirements
- Technical Skills
- Professional Skills
- Knowledge/Information Management Communications
- Connectivity
- Compensation and Incentives/Rewards
- Other:

Personal / Cultural Impacts

- Resistance
- Sadness at Letting Go of Old Ways
- Motivation and Commitment
- What People Get Recognized for
- Politics; Power and Control Issues
- Inclusion/Exclusion Issues
- Competency Concerns
- Perceptions of Fairness
- Anxiety, Fear, and Anger
- Risk Taking
- Expectations, Employment Agreements
- Values
- Norms
- Employee Mindset, Attitude
- Employee Behavior
- Leader Mindset, Attitude
- Leadership Style/Executive Behavior

PERFORMING AN INITIAL IMPACT ANALYSIS, Cont'd

- Executive Alignment
- Need for Learning
- Communication Style, Frequency and Method
- Degree of and Methods of Employee Engagement
- Human Interaction Skills
- Management Development/People Effectiveness Skills Training
- Changes in Relationships
- Team Effectiveness
- Other: