

Monte di Procida, via Bellavista 78 – 80070 - Naples

Why use this document: to identify who and where the project will impact and actions to minimize/eliminate negative consequences.

You can use the information from this assessment to inform:

- completion of the Project Charter, which captures the agreed scope, resources, approach and timeline of the project;
- development of the Project Workplan, which outlines the key actions/tasks to implement and sustain the change the project will deliver.

When to use this document: The questions are asked during the INITIATE phase of the people who will be implementing / sustaining the project. For larger, more complex projects, we recommend a separate Impact Assessment session.

Area	Key questions	Current understanding	Opportunities and Risks	Actions to take
Leadership Engagement	<ul style="list-style-type: none"> • Who needs to be the Project Sponsor? • Who else needs to be engaged from leadership (Program Directors and above)? • What is their current level of understanding and engagement? • What should be their level of engagement? 			
Key roles to implement and sustain the change	<ul style="list-style-type: none"> • 			<i>For complex projects we recommend a separate Stakeholder Analysis</i>

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Who is impacted	<ul style="list-style-type: none"> • What areas/who will be impacted by the change? • What is their current level of knowledge and engagement? • What is their current level of capacity for the change? 			
Impact on current practice/ behaviours	<ul style="list-style-type: none"> • Does your project involve any changes to policies and procedures? • Does the change require new knowledge and skills? • What level of training and support is required to sustain the change? 			
Team structure and roles	<ul style="list-style-type: none"> • Is the project implementing a new team structure? • Will any roles be added, changed or eliminated? • Will the project require the union(s) to be involved? 			

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Infrastructure, tools/systems and logistics	<ul style="list-style-type: none"> • Will any new equipment or systems be needed? • Will any changes to infrastructure be needed? • Will the location where work is performed change? 			
Culture	<ul style="list-style-type: none"> • Will any culture change be needed to implement and sustain the outcomes of the project? • How will leaders need to change? • How will staff need to change? • How do people feel about the change? 			