**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** | * 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** | * What areas/who do you need to implement the project? * What areas/who do you need to sustain the change? |  |  | *For complex projects we recommend a separate* ***Stakeholder Analysis*** |
| **Who is impacted** | * 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** | * 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** | * 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? |  |  |  |
| **Infrastructure, tools/systems and logistics** | * Will any new equipment or systems be needed? * Will any changes to infrastructure be needed? * Will the location where work is performed change? |  |  |  |
| **Culture** | * 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? |  |  |  |