For each group/individual you believe will be affected by the proposed change answer the questions across the top row to identify what the impact of the change will be and how it is best managed.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Change Impact Assessment** | | | | |
| **Who will be impacted?** | **How will they be impacted? (list positive and negative impacts)** | **What will their key reaction be?** | **What do you want their ultimate reaction to be?** | **What will best help them change the way you would like them to?** |
| Identify separately individuals or groups who will be affected differently | * Job security? * Status? * New skills? * $$$? * Relationships? * Authority? * Responsibility? * Risk | * Resistance? * Leave? * Support? * Question? * Some protest? * Other | * Won’t matter? * Acceptance? * Enthusiasm? * Up skilled? * Neutral? | * Information? * Involvement? * Demonstration? * Training? * $$$ * Trial? * Resources? |
| Group or individual A |  |  |  |  |
| Group or individual B |  |  |  |  |
| Group or individual C |  |  |  |  |