✅ Common Overlooked Impacts

Use this checklist during your Change Impact Assessment to ensure you're not missing less obvious, but often critical areas of disruption:

☐ Access and permissions (systems, tools, data)

☐ Reporting lines and approval workflows

☐ System integrations or downstream dependencies

☐ Internal service teams (e.g., IT support, HR ops)

☐ Role clarity or changes in job descriptions

☐ Performance metrics and KPIs

☐ Onboarding/offboarding processes

☐ Third-party vendor processes or SLAs

☐ Customer communications or support scripts

☐ Training requirements for peripheral users

☐ Shadow systems or workarounds currently in use

☐ Data migration or archive requirements

☐ Physical workspace and equipment needs

☐ Impacts to policies, compliance, or audit processes

☐ Team morale, trust, or informal norms

Change Adaptive