Impact Assessment and Risk Evaluation Report

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Project/Process: Data Migration for CRM System

1. Executive Summary

This report presents the findings and recommendations from the Impact Assessment and Risk Evaluation for the Data Migration project of the CRM system. The aim is to systematically identify, analyze, and evaluate potential impacts and associated risks to ensure informed decision-making and strategic planning.

2. Scope

The assessment covers the proposed data migration activities, including all phases from pre-migration planning to post-migration validation, with focus on technical, operational, and business impacts.

3. Methodology

- Stakeholder consultations and workshops
- Risk brainstorming and assessment sessions
- Impact analysis using qualitative scale
- Risk evaluation (Likelihood & Impact Matrix)

4. Identified Impacts

Area	Potential Impact	Severity
Data Integrity	Loss or corruption of historical client data	High
Operations	Temporary disruption during migration window	Medium
Compliance	Violation of data privacy regulations	High
Stakeholder Trust	Decrease in user confidence post-migration	Medium

5. Risk Evaluation

Risk	Likelihood	Impact	Risk Level	Mitigation
Data Loss	Possible	Severe	High	Full backups & migration test runs
Regulatory Breach	Unlikely	Major	Medium	Compliance review and legal sign-off
Downtime Overrun	Possible	Moderate	Medium	Off-hours migration & rollback plans

6. Recommendations

- Conduct thorough pre-migration testing and review.
- Establish clear communication with all stakeholders.
- Maintain up-to-date backups at each migration phase.
- Monitor post-migration performance and data accuracy.
- Review regulatory compliance at each step.

7. Conclusion

The anticipated risks and impacts of the project can be effectively managed through recommended mitigation strategies. Ongoing monitoring and communication will minimize negative outcomes and support overall project success.

Important Notes

- This document must be kept up to date throughout the project lifecycle.
- Impact and risk assessments should be revisited for major project changes.
- Unaddressed risks can have significant operational or legal consequences.
- Recommendations should be actionable and assigned to responsible parties.
- Stakeholder engagement is crucial for accurate assessment and successful mitigation.