Impact Assessment and Prioritization Report

1. Overview

This document summarizes the potential impacts of proposed changes, assesses risks, and prioritizes related initiatives for action. It provides a high-level evaluation based on defined criteria.

2. Summary Table of Proposed Changes

#	Change Description	Impacted Area	Impact Level	Priority
1	Update authentication module	User Access/Login	High	1 (Urgent)
2	Add reporting analytics	Dashboard	Medium	2
3	Migrate to cloud hosting	Infrastructure	High	3
4	Enhance notification emails	Communications	Low	4

3. Impact Assessment Criteria

- **Impact Level:** Low / Medium / High (evaluates scale and severity of potential effects on business and users)
- **Risk Assessment:** Consideration of possible complications, dependencies, and risk of disruption
- **Priority:** Assigned by urgency, feasibility, and strategic alignment
- **Resource Requirements:** High-level estimate of effort and skills required

4. Detailed Assessment (Example)

Change: Update authentication module

Description: Replace current login process with more secure authentication.

Impacted Stakeholders: End users, support team, security administrators.

Impact: Increased security; temporary disruption during transition.

Risk: Possible user lockouts or data migration issues.

Recommended Action: Schedule upgrade during low-traffic window. Communicate changes to users in advance.

5. Recommendations

- Address high-priority/high-impact changes first.
- Establish communication plans for stakeholders.
- Monitor outcomes and adjust priorities as necessary.
- Review assessment periodically for updates.

Important Notes

- This document should be reviewed and updated regularly to reflect changing priorities and impacts.
- Stakeholder input is critical for accurate impact evaluation.
- Clear documentation supports effective risk mitigation and decision-making.
- Prioritization is based on current context and may need reassessment due to organizational or external changes.