Change Request

Impact Analysis

for

MOSAIC

[Version]

[Date]

Revision History

Name	Date	Reason For Changes	Version

Impact Summary of the Proposed Change

Change Request ID: _____
Title: _____
Description: _____
_____
Analyst: _____
Date Prepared: _____

Prioritization Estimates:
- Relative Benefit: _____ (1-9)
- Relative Penalty: _____ (1-9)
- Relative Cost: _____ (1-9)
- Relative Risk: _____ (1-9)
- Calculated Priority: _____(relative to other pending requirements)

Estimated total effort: _____ labor hours
Estimated lost effort: _____ labor hours (from discarded work)
Estimated schedule impact: _____ days
Additional cost impact: _____ dollars

Quality impact: _____
_____

Other requirements affected: _____
_____

Other tasks affected: _____
_____

Integration issues: _____
_____

Life cycle cost issues: _____
_____

Other components to examine for possible changes: _____
_____

Project Implications of the Proposed Change

Identify any existing requirements in the baseline that conflict with the proposed change.

Identify any other pending requirement changes that conflict with the proposed change.

What are the consequences of not making the change?

What are possible adverse side effects or other risks of making the proposed change?

Will the proposed change adversely affect performance requirements or other quality attributes?

Will the change affect any system component that affects critical properties such as safety and security, or involve a product change that triggers recertification of any kind?

Is the proposed change feasible within known technical constraints and current staff skills?

Will the proposed change place unacceptable demands on any computer resources required for the development, test, or operating environments?

Must any tools be acquired to implement and test the change?

How will the proposed change affect the sequence, dependencies, effort, or duration of any tasks currently in the project plan?

Will prototyping or other user input be required to verify the proposed change?

How much effort that has already been invested in the project will be lost if this change is accepted?

Will the proposed change cause an increase in product unit cost, such as by increasing third-party product licensing fees?

Will the change affect any marketing, manufacturing, training, or customer support plans?

Business Implications of the Proposed Change

What are the benefits of the change?

What is the risk of not implementing the change?

What is the opportunity cost of the change?

Who are the stakeholders affected by the change?

What are the business processes affected by the change?

What are the business-to-business processes affected by the change?

Identify any user interface changes, additions, or deletions required.

Identify any changes, additions, or deletions required in reports, databases, or data files.

Identify any help screens, user manuals, training materials, or other documentation that must be created or modified.

Identify the affect on staff and training.

System Elements Affected by the Proposed Change

Identify any user interface changes, additions, or deletions required.

Identify any changes, additions, or deletions required in reports, databases, or data files.

Identify the design components that must be created, modified, or deleted.

Identify hardware components that must be added, altered, or deleted.

Identify the source code files that must be created, modified, or deleted.

Identify any changes required in build files.

Identify existing unit, integration, system, and acceptance test cases that must be modified or deleted.

Estimate the number of new unit, integration, system, and acceptance test cases that will be required.

Identify any help screens, user manuals, training materials, or other documentation that must be created or modified.

Identify any other systems, applications, libraries, or hardware components affected by the change.

Identify any third party software that must be purchased.

Identify any impact the proposed change will have on the project's software project management plan, software quality assurance plan, software configuration management plan, or other plans.

Quantify any effects the proposed change will have on budgets of scarce resources, such as memory, processing power, network bandwidth, real-time schedule.

Identify any impact the proposed change will have on fielded systems if the affected component is not perfectly backward compatible.