



Change Impact Assessment Template

1 Apr 2024 / Greyson Steuber

Complete

Score	3 / 5 (60%)	Flagged items	1	Actions	0
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Conducted on 01.04.2024 13:07 PST

Prepared by Greyson Steuber

Location 2397 Broadway, Redwood City, CA
94063, USA
(37.4862527, -122.2308495)

General Change Information 1 flagged, 0 / 1 (0%)

Name of change Software upgrade in the Finance Department

Change request number 20241974

Description of change Upgrading existing software to Tentacle Netsuite

Reason for change To have full integration of all financial platforms

Change type Major

Project / Department Finance Department

Goal of the Change Impact Assessment

How could this change impact assessment help your business and your employees?

To ensure that financial data are secure when migrating to Tentacle

What is the intended result, effect, or output of this change impact assessment?

To identify risks associated with the upgrade

Scope of the Change Impact Assessment

What's included in this change impact assessment?

All existing accounting and financial reporting platforms used by the Finance Department

What's not included in this change impact assessment?

Hardware is no longer included as it has already been implemented

Change Impact Areas

Affected Business Units/Departments

Finance Department

Affected Systems/Applications

All Micro 360 applications

Affected Processes

Accounting and financial reporting

Affected Stakeholders

Internal accountants, bookkeepers, and external partners

Risk Assessment and Change Impact Analysis	3 / 4 (75%)
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Potential Risk	3 / 4 (75%)
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Potential Risk 1	3 / 4 (75%)
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Risk Description

Losing the company's financial data during the migration, including the receivables in the next 3 months

Risk Likelihood	Unlikely
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Initial Strategy

Conduct comprehensive data backups before starting the upgrade.

Does it have an impact on business operations?	Yes
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Foreseeable Impact

Finance people may find it difficult to refer to financial records.

Does it have an impact on the financial side?	Yes
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Estimated Cost

To be specified exactly how much, but receivables in the next 3 months may be inaccurate

Budget Allocation	NA
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Potential Financial Benefits

NA

Does it have an impact on the company's resources (i.e., personnel, technology, machinery)?

Yes

Required resources

Add 2 inhouse IT specialists to oversee 3 contractual IT technicians

Resource availability

Must hire 3 contractual IT technicians

Sign off

Signature

Greyson Steuber

Greyson Steuber
11.06.2024 13:19 PST

Flagged items

1 flagged

Title Page / General Change Information

Change type

Major