

Checklist for the Impact to Internal Stakeholders/Clients	
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Purpose: Provide a snapshot of the impact a major program will have, especially those that involve implementing a new software platforms or systems, on each functional area of a company.	
	Functional Area or Department (e.g. Product Management, Marketing, Sales and Distribution, Operations, Customer Service, Finance & Accounting, Risk Management, Audit, Legal, Human Resources, IT, Executive Support Units)
Impact the Major Program being Implemented will have on:	Specify Functional Area or Department Name Here:
	There will be an Impact (Y=Yes, N=No)
A. Authorization Levels	
1. Authorization levels will be impacted (Y/N)?	
B. Authorized Personnel & Access	
1. Who will be given authorized access will be impacted (Y/N)?	
2. Who can enter information vs. approve, (or who is a maker vs. checker) will be impacted (Y/N)?	
C. Controls	
1. Existing Controls will be impacted (Y/N)?	
2. There is/are existing Manual Controls that will be Automated	
D. Processes and Standard Operating Procedures (SOP)	

1. There are changes to processes and/or procedures (Y/N)?	
2. The SOPs will have to be updated (Y/N)?	
E. Regulatory Compliance	
1. There are Regulatory Compliance Controls and/or processes that will be impacted (Y/N)?	
2. There are existing Manual Regulatory Compliance Controls that will now be Automated (Y/N)?	
F. Screens	
1. There are new screens this functional unit or department will be utilizing (Y/N)?	
2. There are existing screens this functional unit or department will no longer be utilizing (Y/N)?	
G. Data	
1. There is/are new data that will need to be entered by this functional unit or department (Y/N)?	
H. Forms	
1. There are new forms or templates that will now be used by this functional unit or department (Y/N)?	
2. There are existing forms and templates that will no longer be used by this functional unit or department (Y/N)?	
I. Reports	
1. There are new Reports that will now be used by this functional unit or department (Y/N)?	
2. There are existing Reports that will no longer be used by this functional unit or department (Y/N)?	
3. There is/are new Dashboards or Self-Service Reports that will be used by this functional unit or department (Y/N)?	
J. Manuals, Training Materials, and Other Documentation (e.g. user manuals, quick reference guides)	
1. There are manuals, training materials and other documentation that will be provided to this functional unit or department (Y/N)?	
K. Training and Certification	
1. There is/are Training and Certification that will be provided to this functional unit or department (Y/N)?	

L. Additional Headcount or Personnel Requirements for the Client	
1. There will be a need to add headcount or personnel to this functional unit or department on an on-going basis (e.g. new reporting team) (Y/N)?	
2. There will be a need to add headcount or personnel to this functional unit or department on a temporary basis (e.g. because of a deferred functionality) (Y/N)?	
M. Key Client-Interface or Relationship Dates	
1. Date the relevant Manuals, Training Materials, Other Documentation were provided	
2. Date the necessary Training and Certification was provided to the Functional Unit or Department	
3. Date the Additional headcount or personnel requirements for the Functional Unit or Department was communicated to that unit or department	
End of the Internal Stakeholders' Checklist	
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