



**Your Company Name**

# **Requirement Changes Impact Analysis**

Date

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## Revision History

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Date	Version	Author	Change

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*Note: Text displayed in blue italics is included to provide guidance to the author and should be deleted before publishing the document. In any table, select and delete any blue line text; then click Home→Styles and select “Table Text” to restore the cells to the default value.*

## **1 Purpose**

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*Purpose describes the intent of the document, which is to provide detailed impact analysis for specific requirement changes. This section includes the following information:*

- *Project Name*
- *Product or system name.*
- *Functions associated with the product or system.*
- *Requirement changes.*

## **2 Product or System Information**

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*This section of the document should contain background information about the requirement associated with the product or system.*

### **2.1 Product or System Overview**

*Provide an overview of the product or system and the environment in which it is currently used.*

- *Indicate the products, systems, databases, and processes that interface with it.*
- *Provide diagrams or examples, if necessary.*

### **2.2 Requirement Changes Reason and Description**

*Provide a description and reason why specific requirement changes need to be changed, e.g.,*

- *New or modified process or need for certain information.*
- *Number of new or modified requirements.*
- *Associated functions and processes.*
- *Tables and Databases involved.*
- *Special or unique processes, functions, fields or actions.*



### 2.3 Assumptions, Dependencies, and Constraints

List assumptions, dependencies, and constraints that could constrain the requirement changes, e.g., completion of a specific task, product or software availability or access.

### 2.4 Stakeholders

Provide information about who the Stakeholders are and their respective roles.

Name	Department	Role
John Smith	Information Technology	Manager

### 2.5 Risks

Provide information about any risks associated with the requirement changes, if any. Provide any work-around or mitigation information for each risk identified.

### 2.6 Implementation Dates

Provide a list of high-level tasks or deliverables and their associated target dates.

Tasks / Deliverables	Target Date



### 3 Requirement Change Impact Analysis

#### 3.1 Proposed Change(s) Implications

Complete the following table to identify proposed change implications.

Topic	Description or Comments
<i>List existing requirements that differ with the proposed change.</i>	
<i>List additional pending requirement changes that differ with the proposed change.</i>	
<i>What are the negative results of not making the change?</i>	
<i>What are possible unfavorable effects or risks of making the proposed change?</i>	
<i>Will the proposed change unfavorably affect performance or other feature or function attributes?</i>	
<i>Indicate whether the change will impact system modules or elements and affect critical features or functions (e.g., security).</i>	
<i>Will the change involve a product change or recertification?</i>	
<i>Can the proposed change be completed within technical limitations, restrictions, and current staff skills?</i>	
<i>Will the change place undesirable stress on any computer resources needed for the development, test, or operating environments?</i>	
<i>Does the change require additional tools to be acquired to execute and test the change?</i>	
<i>How will change affect the sequence, dependency, effort, or duration of tasks in the project plan?</i>	
<i>Will models, examples, samples or other user input be required to verify the change?</i>	
<i>How much project time and work has already been performed that will be lost if this change is accepted?</i>	



Topic	Description or Comments
<i>Will the change create more product costs?</i>	
<i>Will the change impact any marketing, manufacturing, training, or customer support plans?</i>	

### 3.2 System Components and Elements Affected by the Change

Complete the following table to identify system components and elements affected by the change.

Topic	Description
<i>List essential user interface changes, additions, or deletions.</i>	
<i>List essential report, database, or data file changes, additions, or deletions.</i>	
<i>List required design components that need to be created, changed, or deleted.</i>	
<i>List required hardware components that need to be added, changed, or deleted.</i>	
<i>List required source code files that need to be created, changed, or deleted.</i>	
<i>List required build changes.</i>	
<i>List current unit, integration, system, and acceptance test cases that need to be modified or deleted.</i>	
<i>List the user interface designs / screens, and user, system, and training documentation that need to be created or modified.</i>	
<i>List other systems, applications, libraries, or hardware components affected by the change.</i>	
<i>List third party software that needs to be acquired.</i>	
<i>List any affects the change will have on the project, e.g.,            Project plan            Quality assurance plan            Configuration management plan            Implement plan            Training plan.</i>	
<i>Calculate the budget monetary affect for the</i>	



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Topic	Description
<i>change.</i>	

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### 3.3 Estimated Schedule and Cost Impact

Complete the following table to identify estimated schedule and cost impact.

Task	Effort (Labor Hours)	Approximate Cost
<i>Update the systems requirement specifications or requirements database with the new requirement.</i>		
<i>Create and evaluate models and prototypes.</i>		
<i>Create new design components.</i>		
<i>Change existing design components.</i>		
<i>Create new user interface components.</i>		
<i>Change existing user interface components.</i>		
<i>Create new user and system documentation.</i>		
<i>Change existing user and system documentation.</i>		
<i>Create new user interfaces and screens.</i>		
<i>Change existing user interfaces and screens.</i>		
<i>Create new source code.</i>		
<i>Change existing source code.</i>		
<i>Purchase and integrate third party software.</i>		
<i>Identify, purchase, and integrate hardware components.</i>		
<i>Change build files.</i>		
<i>Create new unit and integration tests.</i>		
<i>Change existing unit and integration tests.</i>		
<i>Perform implementation unit and integration testing.</i>		
<i>Write new system and acceptance test cases.</i>		
<i>Change existing system and acceptance test cases.</i>		
<i>Change automated test controls.</i>		
<i>Perform regression testing at unit, integration, and system levels.</i>		
<i>Create new reports.</i>		
<i>Change existing reports.</i>		
<i>Create new database elements.</i>		
<i>Change existing database elements.</i>		
<i>Create new data files.</i>		



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<b>Task</b>	<b>Effort (Labor Hours)</b>	<b>Approximate Cost</b>
<i>Change existing data files.</i>		
<i>Change various project plans.</i>		
<i>Update other documentation.</i>		
<i>Update requirements traceability matrix.</i>		
<i>Review modified work products.</i>		
<i>Recertify product for applicable standards.</i>		
<i>Other tasks</i>		
<i>Total</i>		

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## **4 Appendix**

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