



F E D E R A L
S T U D E N T A I D
We Help Put America Through School

Enterprise Change Management (ECM)

FSA Infrastructure Change Management Process

Impact Analysis Worksheet

September 16, 2002
Version 2.0



INTRODUCTION:

An impact analysis is an integral part of any change process. The FSA Infrastructure Change Management Process Impact Analysis Worksheet is designed to support the impact analysis associated with a projected change to an FSA system. The Impact Analysis Worksheet is designed to be completed offline by the Submitting Team and the Data Center and attached to the Change Request that exists in the ECM Tool.

ABBREVIATIONS:

- CR** Change Request
- DC** Data Center
- ST** Submitting Team

NOTE:

If the DC is originating a CR, it becomes the ST for questions 1 through 10 and still completes questions 11 through 15.

INSTRUCTIONS FOR USE:

1	The ST conducts an impact analysis and completes “submitting team” portions of the form. (Highlight answers in yellow).
2	The ST attaches the completed impact analysis worksheet to the CR.
3	The ST lists the affected systems identified on this form into the “Other Affected Systems” section of the CR.
4	The ST raises the level of the CR from “draft” to “submit to DC”.
5	The DC receives email notification of the CR.
6	The DC downloads the attached impact analysis.
7	The DC reviews the original impact analysis, conducts its own impact analysis and modifies the form by completing the “DC” portions of the form. (Highlight answers in yellow).
8	The DC attaches the updated impact analysis worksheet to the CR.
9	The DC updates the “Other Affected Systems” section of the CR by adjusting the entries to agree with its Consolidation section of this form.

CR TITLE & POINT OF CONTACT *(completed by the ST):*

CR #	
CR Title	
ST	
POC for ST	



IMPACT ANALYSIS:

#1	What other applications/ servers MUST be changed at the same time?
	<i>(completed by the ST)</i>
	<i>(completed by the DC)</i> Agree Disagree (If Disagree): ADD: (If Disagree): DELETE:

#2	Which specific executables/ run-times/ libraries will be changed and which host do they reside on?
	<i>(completed by the ST)</i>
	<i>(completed by the DC)</i> Agree Disagree (If Disagree): ADD: (If Disagree): DELETE:

#3	What applications are affected by this change?
	<i>(completed by the ST)</i> ALL Some (listed below) 1. 2. 3. 4. 5.
	<i>(completed by the DC)</i> ALL Agree Above List Changes to Above List (If Changes): ADD: (If Changes): DELETE:

#4	Does this change require an update or modification to production software in common use by other systems (e.g. Websphere, Interwoven, Oracle)?
	<i>(completed by the ST)</i> Yes No (If Yes): What applications use this common software?
	<i>(completed by the DC)</i> Agree Disagree (If Disagree): ADD: (If Disagree): DELETE:



#5	<p>Does this change modify any interface or common data structure used by other systems as well?</p> <p><i>(completed by the ST)</i> Yes No (If Yes): What is the system of record for this data? (If Yes): What applications use this interface or common data structure?</p> <p>(If Yes): What documentation (e.g. interface control documents, user manuals) requires modification and how much effort is needed to update the documentation?</p>
	<p><i>(completed by the DC)</i> Agree Disagree (If Disagree): Disagree on: system of record what applications use documentation (If Disagree on system of record): The system of record is: (If Disagree on applications): ADD: (If Disagree on applications): DELETE: (If Disagree on documentation): ADD: (If Disagree on documentation): DELETE:</p>
#6	<p>Does this change imply performance requirements that affect load on existing servers or volume of activity changes?</p> <p><i>(completed by the ST)</i> Yes No (If Yes): What applications may be affected by these performance requirements? List of applications: :</p>
	<p><i>(completed by the DC)</i> Agree Disagree (If Disagree): ADD: (If Disagree): DELETE:</p>



#7	<p>Does this change affect any common business processes?</p> <p><i>(completed by the ST)</i> Yes No (If Yes): What applications or user groups are affected? List of applications:</p> <p>(If Yes): Does this change requirements for systems that provide data or receive data from the application? Yes No (If Yes): What are the names of these systems? List of applications:</p>
	<p><i>(completed by the DC)</i> Agree Disagree (If Disagree on affected user groups): ADD: (If Disagree on affected user groups): DELETE: (If Disagree on systems that provide or receive data): ADD: (If Disagree on systems that provide or receive data): DELETE:</p>
#8	<p>Does this change impact any current security requirements (e.g. fire wall, web enabled access)?</p> <p><i>(completed by the ST)</i> Yes No (If Yes): What applications are affected by these changes? List of applications:</p>
	<p><i>(completed by the DC)</i> Agree Disagree (If Disagree): ADD: (If Disagree): DELETE:</p>
#9	<p>Do any additional applications need to be involved in performance or validation testing of this change?</p> <p><i>(completed by the ST)</i> Yes No (If Yes): What applications are involved or affected?</p>
	<p><i>(completed by the DC)</i> Agree Disagree (If Disagree): ADD: (If Disagree): DELETE:</p>



#10	Is there any other application that may be affected by this change? <i>(completed by the ST)</i> Yes No (If Yes): What applications may be affected?
	<i>(completed by the DC)</i> Agree Disagree (If Disagree): ADD: (If Disagree): DELETE:

#11-15 are completed by the DC only:

#11	Does the transaction volume require any hardware or network modifications? Yes No If yes: Does this change require a complexity index change or other action? Yes No Please explain what changes are necessary:
#12	Does the change require any additional hardware? Yes No If yes: Does this change require a complexity index change or other action? Yes No Please explain what changes are necessary:
#13	What is the complexity index rating?
#14	Are any hardware or system components affected? Yes No If yes, what hardware or software components are affected?
#15	In reviewing hardware or software components, modifications, and other affected support, are there any other applications affected that have not already been identified? Yes No If yes, what additional systems need to be identified?

#16	CONSOLIDATION <i>(completed by the ST)</i> Use this space to consolidate the names of all impacted systems according to your impact analysis above. Enter this information into the “Other Affected Systems” section of the CR
	<i>(completed by the DC)</i> Use this space to consolidate the changes to the ST consolidation. Use this information to modify the “Other Affected Systems” section of the CR. ADD: DELETE: