

Change Risk Assessment

GUIDE

guides.matstrange.net

FIELD	VALUE
Change reference	
Change title	
Change owner	
Planned date	
CAB / review date	
Change type	Standard / Normal / Emergency

Purpose. Capture the gap between readiness and mitigation for each risk dimension before the change proceeds. Complete every row. Blank cells are risk signals. Use the overall readiness score and decision section to record the final CAB or change owner judgement.

• Overall readiness

Readiness score: 1 — Not ready 2 — Low readiness 3 — Partial readiness 4 — Good readiness 5 — Fully ready

• Risk analysis by dimension

AREA	RISK DESCRIPTION	READINESS SIGNAL	MITIGATION ACTION	OWNER	BY WHEN	RESIDUAL RISK
People						LOW / MED / HIGH
Process						LOW / MED / HIGH
Data						LOW / MED / HIGH
Tooling						LOW / MED / HIGH
Infrastructure						LOW / MED / HIGH
Compliance/Regulatory						LOW / MED / HIGH
Security						LOW / MED / HIGH

Add rows for any additional risk dimensions relevant to this change.

• Summary assessment

DIMENSION	KEY CONCERN	STATUS AT TIME OF ASSESSMENT
People		Mitigated / Partially mitigated / Open
Process		Mitigated / Partially mitigated / Open
Data		Mitigated / Partially mitigated / Open
Tooling		Mitigated / Partially mitigated / Open

• Notes and conditions

Record any conditions attached to approval, outstanding actions, or contextual notes relevant to this change.

• Emergency change path

If this is an emergency change, confirm the following before proceeding:

- Emergency change authority confirmed (name and role)
- Risk accepted in writing by Change Manager or delegate
- Notification sent to CAB chair within [TIMEFRAME, e.g. 24 hours]
- Post-implementation review scheduled within 5 business days

• Rollback and contingency

Describe the rollback procedure, trigger conditions, and who is authorised to invoke it.

• Decision and approval

Decision:

Proceed Proceed with conditions Defer Reject

FIELD	APPROVER 1	APPROVER 2
Name		
Role		
Date		