Change Strategy

Change ID

A unique reference to the change.

Change Strategy

Changes are submitted through the change log. The product owner determines user stories that will be added to the product backlog from the change request.

Business analysts will determine the formality of the assessment process based on the information available, the apparent importance of the change, and the governance process. Many proposed changes may be withdrawn from consideration or declined before any formal approval is required. A predictive approach may indicate a more formal assessment of proposed changes. In predictive approaches, the impact of each change can be disruptive; the change can potentially generate a substantial reworking of tasks and activities completed in previous activities. An adaptive approach may require less formality in the assessment of proposed changes. While there may be reworking needed as a result of each change, adaptive approaches try to minimize the impact of changes by utilizing iterative and incremental implementation techniques. This idea of continuous evolution may reduce the need for formal impact assessment.

Impact Assessment

The impact is documented as an attribute of the user story.

Impact analysis is performed to assess or evaluate the effect of a change. Traceability is a useful tool for performing impact analysis. When a requirement changes, its relationships to other requirements or solution components can be reviewed. Each related requirement or component may also require a change to support the new requirement. When considering changes or additions to existing requirements, business analysts assess the impact of the proposed change by considering: • Benefit: the benefit that will be gained by accepting the change. • Cost: the total cost to implement the change including the cost to make the change, the cost of associated rework, and the opportunity costs such as the number of other features that may need to be sacrificed or deferred if the change is approved. • Impact: the number of customers or business processes affected if the change is accepted. • Schedule: the impact to the existing delivery commitments if the change is approved. • Urgency: the level of importance including the factors which drive necessity such as regulator or safety issues.

Impact Resolution

The change is described as acceptance criteria of the user story.

Depending on the planned approach, various stakeholders (including the business analyst) may be authorized to approve, deny, or defer the proposed change. All impacts and resolutions resulting from the change analysis are to be documented and communicated to all stakeholders. How decisions and changes will be made and communicated across an initiative is determined by the task Plan Business Analysis Governance.