

CHANGE OVERVIEW BOARD

CHANGE HORIZON EVENT TEMPLATE

ABOUT THE EVENT

Title	<Event Title>
High Level Definition	<Factual description of Event>
Purpose	<Event drivers, aims and anticipated benefits>
Assumptions	<Key assumptions about Event>
Delivery Target	<Target date for Event 'go live'>

EVENT IMPACT – INITIAL ASSESSMENT

<Complete for all Events on Change Horizon in Zone 1>

Process	<Impacted business processes>
Dependencies	<External dependencies for progression of Event>
Related Events	<Other Events that have / may have related impacts>

EVENT SOLUTION – INITIAL HIGH LEVEL DESIGN

<Complete for all Events on Change Horizon when progressing from Zone 1 to Zone 2>

People	<Impact on resources – capacity, capability>
Process	<Impacted business processes>
Technology	<Impacted systems; scale of change>
Timing	<Time required to achieve solution implementation>

EVENT DELIVERY MILESTONES

<Complete for all Events on Change Horizon when progressing from Zone 1 to Zone 2>

Key Milestones and approximate timing	<Milestone 1> <Milestone 2> <Milestone 3> <Milestone n>
---------------------------------------	--

NEXT STEPS

External	<Actions expected to be taken by Event originator>
COB	<Target date for next review by Change Overview Board>