Fictional example · AI draft

Impact check for a system change

Your input

Which change do you want to make?	Email is moving from our own server to Microsoft 365.
Which system is changing?	Email and calendar
Who uses the system?	All sixty staff, twenty of whom work in the field from their phones.
Which integrations or dependencies do you know of?	The CRM sends quotes through the mail server. The office scanner emails scans.
When do you want to make the change?	The weekend of 14 March.

Change proposal

> Who will notice
>
> All sixty staff, especially the twenty field staff who need to set up their phones again. The CRM and the scanner will notice too.

What could go wrong

Quotes from the CRM won't arrive if the sending settings aren't updated. Field staff's phones won't sync on Monday.

Test before the change

Send a test quote from the CRM and a test scan through the new setup beforehand. Set up the phones of three field staff in advance.

Fallback plan

Keep the old server running until the end of the week, so the CRM and the scanner can fall back on the old route.

Message to users

Let everyone know that email moves on the weekend of 14 March, what they need to do on Monday and who they can ask.

Check first

You can't be sure no other systems send through the mail server. Check the server logs for senders before you fix the date.

This is an AI draft based on your input. AI hasn't looked anything up or checked anything. Review it before you use it.