

IT'S JUST ONE SMALL CHANGE.

Mid-Sprint Requirement Change Checklist — find the blast radius before you touch Jira.

WHEN SOMEONE SAYS

“We need one small change.”

The change may be small. The impact may not be.

1 CHANGE

What exactly changed? Clarify old vs new behaviour, thresholds, boundaries and exceptions.

2 WHY

Why now? Regulatory, defect, new information, stakeholder preference or production risk?

3 BLAST RADIUS

Check Business Rules, UI, API, Data, Config, Dependencies, Testing, Analytics and Docs.

4 EFFORT

What is already built? What must Dev, QA or downstream teams redo?

5 OPTIONS

Absorb / Split / Swap / Defer / Stop & Rework.

6 DECISION

Who requested it, who assessed it, and who accepts the delivery consequence?

7 TRACE

Update requirement, AC, tests, dependencies, design/docs and decision record.

8 COMMUNICATE

Tell everyone whose work changed. Share the consequence, not just “Requirement updated.”

BEFORE YOU CLOSE THE CONVERSATION

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| ☐ Do we know exactly what changed? | ☐ Do we know why it changed now? |
| ☐ Have we checked downstream impact? | ☐ Have Dev and QA assessed the impact? |
| ☐ Has someone explicitly decided how to handle it? | ☐ Are Jira, acceptance criteria and tests updated? |
| ☐ Does everyone affected know? | |

REMEMBER

Find the blast radius. Make the decision visible. Then change the requirement.