



CCMTWG

29th May 2020

Agenda

- CCMT Plan on a Page
- CCMT – engagement
- Test schedule principles
- CCMT Webpage
- AOB

CCMT – engagement

CCMTWG Schedule

CCMTWG Schedule			
Date	Agenda item	Date	Agenda item
29-May-20	POAP with key milestones	30-Oct-20	processes - final sign off
	CCMT Webpage		Reporting Pack review
26-Jun-20	Website Launch		Approach walkthrough
	Draft Partnering proposals		Partnering arrangements sign off
	Defect Management Plan Review	06-Nov-20	Ping Test/connectivity preparations
31-Jul-20	DPIA		Defect management walkthrough
	Entry & Exit Criteria		Readiness Progress
	RACI discussion	13-Nov-20	RACI Sign off
28-Aug-20	Test Schedule principles		Entry & Exit Criteria sign off
	SFTP Info requirements		Readiness Progress
	Processes		DES Walkthrough
	Defect Management contact information requirements	20-Nov-20	Defect Management Plan sign off
25-Sep-20	Data		Release Management Plan sign off
	API Registration info & process		Reporting pack sign off
	IX structure & User Guide		Readiness progress
02-Oct-20	CCMT Relaunch		GNG decision(Dec start)
09-Oct-20	DPIA sign off	27-Nov-20	CCMT Approach sign off
16-Oct-20	Test schedule principles sign off		
	Entry & Exit Criteria final review		
	RACI final review		
	SFTP progress		
	Query Management		
	Partnering principles and process		

CCMT Interaction schedule



Microsoft Excel
Worksheet

CCMT Test schedule principles

	Principle
1	All organisations must provide Xoserve one week's notice for all activity
2	Cut off point for cancelling or amending any activity is [3pm] of the previous day
3	Each test step requiring Xoserve initiation will require a written request
4	Xoserve will only carry out written requests
5	Requests must be completed on the agreed template with ALL mandatory information – incomplete requests will be returned and may result in a delay
6	Only requests sent on the template into the .Box will be accepted
7	Confirmation of receipt will be sent by Xoserve
8	Confirmation of completion will be provided by Xoserve
9	Any changes to the schedule requested by phone will not be carried out unless followed up in writing through a revised template into the .Box
10	Xoserve will work with all participants to ensure a balanced schedule

CCMT Webpage

- Planned to be set up by 30th June 2020
- Aim to provide a single point of information for CCMT
- Include :
 - Timelines
 - Approved and baselined documents
 - FAQs
 - Key documents
- Query : what would be useful ?

Key points

- The dates attempt to reflect the Ofgem guidelines regarding engagement
 - However, the schedule will be subject to any significant changes made by Ofgem to the overall plan and if the industry engagement guidelines or timings change
- Formal approvals will not take place until after the re-launch on 2nd October
- Documents will be sent throughout the year, as per the plan ,for comment where possible
 - Where comments are made these will be updated, however, a log will be kept to ensure those unable to comment until later have a reference
- Any changes in the schedule will be informed through the CCMTWG
- There will be an intensive period of review from 2nd October prior to approvals, therefore, any comments prior to this would be appreciated and will help the process
- Some areas reflect a start in December and in January, however, all of Xoserve preparations will be complete by 30 November 2020
- Code and data remains the same throughout the testing period (subject to any defect fixes)

CCMTWG

- AOB


