

DSC Change Proposal Document

Customers to fill out all of the information in the sections coloured ■
 Xoserve to fill out all of the information in the sections coloured ■

A1: General Details


Change Reference:	XRN4876		
Change Title:	Changes to PARR reporting – provide further data to PAFA to aid analysis of performance reporting		
Date Raised:	18/02/2019		
Sponsor Representative Details:	Organisation :	PAFA/PAC	
	Name:	Shelley Rouse	
	Email:	Shelley.Rouse@gemserv.com	
	Telephone:	N/A	
Xoserve Representative Details:	Name:	James Rigby	
	Email:	james.rigby@xoserve.com	
	Telephone:	07596 933903	
Change Status:	<input type="checkbox"/> Proposal	<input checked="" type="checkbox"/> With DSG (PAC)	<input type="checkbox"/> Out for Review
	<input type="checkbox"/> Voting	<input type="checkbox"/> Approved	<input type="checkbox"/> Rejected

A2: Impacted Parties

Customer Class(es):	<input checked="" type="checkbox"/> Shipper	<input type="checkbox"/> Distribution Network Operator
	<input type="checkbox"/> NG Transmission	<input type="checkbox"/> IGT
	<input type="checkbox"/> Other	<If [Other] please provide details here>

A3: Proposer Requirements / Final (redlined) Change

Change Description:	<p>The Performance Assurance Report Register (PARR) informs the Performance Assurance Committee (PAC) as to shipper performance across multiple topics as introduced by UNC modifications and / or recommendations to the Uniform Network Code Committee (UNCC). As new topics / data items are identified by PAC as areas of interest, or existing reporting requires greater context to be added, the PARR suite of information requires amendment. This change is being relaunched / re-designed to:</p> <ul style="list-style-type: none"> • Provide a 'living' document in which existing requirements can be translated into 'User Stories' and tracked through to delivery and new User Stories can be added as directed by PAC
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	<ul style="list-style-type: none"> Provide the means to draw down upon the annual ring-fenced part of the DSC Change budget (£75k in Financial Year 20/21) allotted to PAC development <p>Where possible / appropriate the realisation of PAC User Stories will be delivered via the Central Data Service Provider (CDSP) Data Discovery Platform (DDP), but delivery of PAC user stories captured in this Change Proposal will not be limited to DDP. The Change Proposal will be the 'Parent XRN' from which to deliver the user stories in an agile manner throughout the course of the financial year. It is expected that a new XRN (which will contain undelivered User Stories that retain PAC support for delivery) will be rolled over into a subsequent 'Parent' XRN for the new financial year. The delivery order of User Stories captured in the PAC backlog document (attached) will be on a priority basis (as set by PAC).</p> <p>Attached provides a breakdown of each User Story</p> <div style="text-align: center;">  <p>4876 User Stories.xlsx</p> </div>	
Proposed Release:	Adhoc April 2019	
Proposed Consultation Period:	<input type="checkbox"/> 10 Working Days	<input type="checkbox"/> 20 Working Days
	<input type="checkbox"/> 30 Working Days	<input checked="" type="checkbox"/> Other not required

A4: Benefits and Justification

Benefit Description:	Provide greater context to enable greater level of analysis to be carried out.
	<i>What, if any, are the tangible benefits of introducing this change? What, if any, are the intangible benefits of introducing this change?</i>
Benefit Realisation:	Immediately upon receipt of additional data
	<i>When are the benefits of the change likely to be realised?</i>
Benefit Dependencies:	None identified.
	<i>Please detail any dependencies that would be outside the scope of the change, this could be reliance on another delivery, reliance on some other event that the projects has not got direct control of.</i>

A5: Final Delivery Sub-Group (DSG) Recommendations

Final DSG Recommendation:	<i>Until a final decision is achieved, please refer to section C of the form.</i>		
	<input type="checkbox"/> Approve	<input type="checkbox"/> Reject	<input type="checkbox"/> Defer
DSG Recommended Release:	Release X: Feb/Jun/Nov XX or Adhoc DD/MM/YYYY		

A6: Funding

Funding Classes:	<input type="checkbox"/> Shipper	XX %
	<input type="checkbox"/> National Grid Transmission	XX %
	<input type="checkbox"/> Distribution Network Operator	XX %
	<input type="checkbox"/> IGT	XX %
	<input checked="" type="checkbox"/> Other <please specify>	100 %
Service Line(s)		
ROM or funding details:	To be funded from the DSC Change PAC budget	
Funding Comments:	28/03/2019 – Xoserve is also reviewing the Service Description Table to assess if there is any impact to the service lines	

A7: ChMC Recommendation – Initial Review

Change Status:	<input checked="" type="checkbox"/> Approve to proceed to PAC(10/04/2019)	<input type="checkbox"/> Reject	<input checked="" type="checkbox"/> Defer (13/03/2019)
Industry Consultation:	<input checked="" type="checkbox"/> 10 Working Days	<input type="checkbox"/> 20 Working Days	
	<input type="checkbox"/> 30 Working Days	<input type="checkbox"/> Other [Specify Here]	
Expected date of receipt for responses (to Xoserve)	29/03/2019		

DSC Consultation Issue:	<input checked="" type="checkbox"/> Yes (initial review)	<input type="checkbox"/> No
Date Issued:	15/03/2019	
Comms Ref(s):	2264.1 – RJ – ES	
Number of Responses:	1 approval	

A8: DSC Voting Outcome

Solution Voting:	<input type="checkbox"/> Shipper	Please select.
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	<input type="checkbox"/> National Grid Transmission	Please select.	
	<input type="checkbox"/> Distribution Network Operator	Please select.	
	<input type="checkbox"/> IGT	Please select.	
Meeting Date:	Click here to enter a date.		
Release Date:	Release X: Feb / Jun / Nov XX or Adhoc DD/MM/YYYY or NA		
Overall Outcome:	<input type="checkbox"/> No	<input type="checkbox"/> Yes	If [Yes] please specify <Release>

Please send the completed forms to: box.xserve.portfoliooffice@xserve.com

Section B: Change Proposal Initial Review

To be removed if no consultation is required; or alternatively collated post consultation

B1: User Details

User Contact Details:	Organisation:	Southern Electric Gas Ltd and SSE Energy Supply Ltd
	Name:	Megan Coventry
	Email:	Megan.coventry@sse.com
	Telephone:	02392277738

B1: ChMC Industry Consultation

1. Do you think the change proposed poses a material risk/cost to your organisation and / or the market? Please can you provide the rationale for your response			
No material risk/ cost to our organisation has been identified.			
2. Do you think the change proposed will benefit your organisation and / or the market? Please provide any quantifiable outputs as well as any assumptions.			
The additional data provided will help improve the performance reports provided to PAFA/ PAC.			
3. Considering any functional changes as a result of this change, would your organisation support this to be implemented on an adhoc basis as proposed (section A3)? Based on your answer how long a lead time would your organisation require to implement this change (for example minimum of 4 months, minimum of 6 months)			
We would support an ad hoc April 2019 implementation.			
4. The change can be funded by the DSC Change PAC Budget. Do you agree with this funding approach?			
Yes we agree with the approach to fund the change from the PAC budget.			
Change Proposal in principle:	<input checked="" type="checkbox"/> Approve	<input type="checkbox"/> Reject	<input type="checkbox"/> Defer
Publication of consultation response:	<input checked="" type="checkbox"/> Publish		<input type="checkbox"/> Private

Section C: DSG Discussion

C1: Delivery Sub-Group (DSG) Recommendations

(To be removed if no DSG Discussion is required; Xoserve to collate where DSG discussions occur)

DSG Date:	27/01/2020		
DSG Summary:	<p>James Rigby (JR) explained that the PARR informs performance assurance committee (PAC) as to shipper performance across 11 topics delivered via Mods 520a & 657's.</p> <p>JB explained that as the DDP is evolving, the CDSP is looking to move the reports to be extracted using the Data Discovery Platform (DDP) backlog. Since the XRN was initially raised, PAC has identified additional requirements which have been converted into 'User Stories' and placed in the Data Discovery Platform (DDP) backlog. Therefore, JR outlined that at PAFA/PAC, a decision will be sought in February's meeting as to whether to withdraw this change and allow the PARR reports to be extracted from DPP via each delivery allowing the reports to be shaped as per the changing requirements.</p> <p>PO added DSG members if DSG was the right group to preferably develop the PAC output changes or would this occur at PAC. This would be good to understand as duplicate effort can be avoided.</p>		
Capture Document / Requirements:	<Insert where appropriate>		
DSG Recommendation:	<input type="checkbox"/> Approve	<input type="checkbox"/> Reject	<input type="checkbox"/> Defer
DSG Recommended Release:	Release: Feb / Jun / Nov XX or Adhoc DD/MM/YYYY		

Appendix 1

Change Prioritisation Variables

Xoserve uses the following variables set for each and every change within the Xoserve Change Register, to derive the indicative benefit prioritisation score, which will be used in conjunction with the perceived delivery effort to aid conversations at the DSC ChMC and DSC Delivery Sub Groups to prioritise changes into all future minor and major releases.

Change Details

Change Driver Type:	<input type="checkbox"/> CMA Order	<input type="checkbox"/> MOD / Ofgem	
	<input type="checkbox"/> EU Legislation	<input type="checkbox"/> License Condition	
	<input type="checkbox"/> BEIS	<input checked="" type="checkbox"/> ChMC endorsed Change Proposal	
	<input type="checkbox"/> SPAA Change Proposal	<input type="checkbox"/> Additional / 3rd Party Service Request	
	<input type="checkbox"/> Other	<If [Other] please provide details here>	
Customer group(s) impacted if the change is not delivered:	<input checked="" type="checkbox"/> Shipper	<input type="checkbox"/> IGT	<input type="checkbox"/> Network
	<input type="checkbox"/> Xoserve	<input type="checkbox"/> NG Transmission	<input type="checkbox"/> NTS
	<input type="checkbox"/> Other	<If [Other] please provide details here>	
Associated Change Ref Number(s):	N/A	Associated MOD Number(s):	N/A
Perceived delivery effort (days):	<input type="checkbox"/> 0-30	<input checked="" type="checkbox"/> 30-60	
	<input type="checkbox"/> 60-100	<input type="checkbox"/> 100+	
Does the change involve the processing of personal data?	'Any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier' - includes MPRNS.		<input type="checkbox"/> Yes (if selected please answer the next question)
			<input checked="" type="checkbox"/> No
A Data Protection Impact Assessment (DPIA) will be required if the change involves the processing of personal data in any of the following scenarios:	<input type="checkbox"/> New Technology	<input type="checkbox"/> Theft of Gas	
	<input type="checkbox"/> Mass Data	<input type="checkbox"/> Xoserve Employee Data	
	<input type="checkbox"/> Vulnerable Customer Data	<input type="checkbox"/> Fundamental changes to Xoserve	
	<input type="checkbox"/> Other	<If [Other] please provide details here>	
	(If any of the above boxes have been selected then please contact the Information Security team (Kevin Eltoft-Prest) to complete the DPIA.		
Change Beneficiary: <i>How many market participant or segments stand to benefit this change?</i>	<input type="checkbox"/> Multiple Market Participants	<input checked="" type="checkbox"/> Multiple Market Group	
	<input type="checkbox"/> All UK Gas Market Participants	<input type="checkbox"/> Xoserve Only	
	<input type="checkbox"/> One Market Group	<input type="checkbox"/> One Market Participant	
Primary Impacted DSC Service Area:	Service Area 18: Provision of User Reports and Information		
Number of Service Areas Impacted:	<input checked="" type="checkbox"/> One		<input type="checkbox"/> Two to Five
	<input type="checkbox"/> Five to Twenty		<input type="checkbox"/> All
Improvement Scale?	<input type="checkbox"/> High	<input checked="" type="checkbox"/> Medium	<input type="checkbox"/> Low
	<input type="checkbox"/> Safety of Supply at risk		

Are any of the following at risk if the change is not delivered?	<input type="checkbox"/> Customer(s) incurring financial loss		
	<input type="checkbox"/> Customer Switching at risk		
Are any of the following required if the change is delivered?	<input type="checkbox"/> Customer System Changes Required		
	<input type="checkbox"/> Customer Testing Likely Required		
	<input type="checkbox"/> Customer Training Required		
Primary Application impacted:	<input checked="" type="checkbox"/> BW	<input type="checkbox"/> ISU	<input type="checkbox"/> CMS
	<input type="checkbox"/> AMT	<input type="checkbox"/> EFT	<input type="checkbox"/> IX
	<input type="checkbox"/> Gemini	<input type="checkbox"/> Birst	<input type="checkbox"/> API
	<input type="checkbox"/> Other	<If [Other] please provide details here>	
Business Process Impacted:	<input type="checkbox"/> AQ	<input type="checkbox"/> SPA	<input type="checkbox"/> RGMA
	<input type="checkbox"/> Reads	<input type="checkbox"/> Portal	<input type="checkbox"/> Invoicing
	<input checked="" type="checkbox"/> Other	Reporting	
Any known impacts to external services and/or systems as a result of this change?	<input type="checkbox"/> Yes	<If [Yes] please provide details here>	
	<input checked="" type="checkbox"/> No		

Workaround Details

Workaround in operation?	<input type="checkbox"/> Yes	If [No] please do <u>not</u> continue completing the [Workaround Details] section	
	<input checked="" type="checkbox"/> No		
Who is accountable for the workaround?	<input type="checkbox"/> Xoserve	<input type="checkbox"/> External Customer	<input type="checkbox"/> Both
What is the Frequency of the workaround?			
What is the lifespan for the workaround?			
What is the number of resource effort hours required to service workaround?			
What is the Complexity of the workaround?	<input type="checkbox"/> Low	<i>(easy, repetitive, quick task, very little risk of human error)</i>	
	<input type="checkbox"/> Medium	<i>(moderate difficult, requires some form of offline calculation, possible risk of human error in determining outcome)</i>	
	<input type="checkbox"/> High	<i>(complicate task, time consuming, requires specialist resources, high risk of human error in determining outcome)</i>	

Prioritisation Score

Change Prioritisation Score:	34%
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Version Control

Document

Version	Status	Date	Author(s)	Remarks
1	Proposal	18/02/2019	Xoserve	CP Raised
2	Proposal	28/02/2019	Xoserve	Appendix added
3	Initial Review	15/03/2019	Richard Johnson	Sent out for an initial review following ChMC on 13/03/2019
4	Initial Review	28/03/2019	Richard Johnson	Funding section updated
5	Initial Review	29/03/2019	Richard Johnson	Reps added (initial review)
6	With DSG (PAC)	12/04/2019	Richard Johnson	Approved to proceed to PAC on 10 th April 2019
7	With DSG	03/02/2020	Chan Singh	CP updated with discussions/minutes from DSG held 27 th January 2020
8	Proposal Update	24/09/20	Rachel Taggart	Proposal updated to reflect agile change delivery for DDP