

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:	XRN4852		
Change Title:	Amendments to the DSC Change Management Procedures – aligning the procedures to the change process		
Date Raised:	01/02/2019		
Sponsor Representative Details:	Organisation:	Eon	
	Name:	Kirsty Dudley	
	Email:	Kirsty.Dudley@eonenergy.com	
	Telephone:	N/A	
Xoserve Representative Details:	Name:	Emma Smith	
	Email:	Emma.Smith@Xoserve.com	
	Telephone:	07596933903	
Change Status:	<input type="checkbox"/> Proposal	<input type="checkbox"/> With DSG	<input type="checkbox"/> Out for Review
	<input type="checkbox"/> Voting	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Rejected

A2: Impacted Parties

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

A3: Proposer Requirements / Final (redlined) Change

Change Description:	The current live Change Managements procedures in the DSC contract do not align to the change process implemented following an end to end review and therefore require updating. Provide a first draft for review in March 2019 ChMC meeting with an aim to get approval for April 2019 meeting.	
Proposed Release:	Release X: Feb/Jun/Nov XX or Adhoc 04/2019	
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:	The procedures form part of a legally binding contract and therefore are required to align to the improved process
	<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
	<i>When are the benefits of the change likely to be realised?</i>
Benefit Dependencies:	Approval of amended procedures
	<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 type="checkbox"/> Other <please specify>	XX %
Service Line(s)		
ROM or funding details:		
Funding Comments:	No DSC Service Areas apply to this change as it is an administrative change only.	

A7: ChMC Recommendation – 13th February 2019

Change Status:	<input checked="" type="checkbox"/> Approve - approved to proceed to drafting, and will be presented at ChMC for an agreement before sign off at Contract Management Committee.	<input type="checkbox"/> Reject	<input type="checkbox"/> Defer
	Industry Consultation:	<input type="checkbox"/> 10 Working Days <input type="checkbox"/> 30 Working Days	<input type="checkbox"/> 20 Working Days <input type="checkbox"/> Other [Specify Here]

Expected date of receipt for responses (to Xserve)	XX/XX/XXXX
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DSC Consultation Issue:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Date Issued:	Click here to enter a date.	
Comms Ref(s):		
Number of Responses:		

A8: DSC Voting Outcome

Solution Voting:	<input type="checkbox"/> Shipper	Please select.	
	<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

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 checked="" type="checkbox"/> IGT	<input checked="" type="checkbox"/> Network
	<input checked="" type="checkbox"/> Xoserve	<input type="checkbox"/> NG Transmission	<input checked="" 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 checked="" type="checkbox"/> 0-30	<input 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 Data Protection Officer (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 23: Internal		

Number of Service Areas Impacted:	<input type="checkbox"/> One	<input type="checkbox"/> Two to Five	
	<input type="checkbox"/> Five to Twenty	<input type="checkbox"/> All <input checked="" type="checkbox"/> None (Xoserve internal initiative)	
Improvement Scale?	<input checked="" type="checkbox"/> High	<input type="checkbox"/> Medium	<input type="checkbox"/> Low
Are any of the following at risk if the change is not delivered?	<input type="checkbox"/> Safety of Supply at risk		
	<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 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 checked="" type="checkbox"/> Other	DSC Documentation	
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	ChMC process	
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:	38%
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Version Control

Document

Version	Status	Date	Author(s)	Remarks
1	For Approval	01/02/2019	Xoserve	CP Raised
2	Approved	15/02/2019	Xoserve	Result from ChMC on 13 th February added
2.1	For Approval	18/02/2019	Xoserve	Appendix added

Template

Version	Status	Date	Author(s)	Remarks
3.0	Superseded	17/07/2018	Emma Smith	Template approved at ChMC on 11th July 2018.
4.0	Superseded	07/09/2018	Emma Smith	Minor wording amendments and additional customer group impact within Appendix 1.
5.0	Superseded	10/12/2018	Heather Spensley	Template moved to new Word template as part of Corporate Identity changes.
6.0	Approved	12/12/2018	Simon Harris	Cosmetic changes made. Approved at ChMC on the 12 th December 2018.