

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:	XRN5004		
Change Title:	Golden Bullet report		
Date Raised:	15/08/2019		
Sponsor Representative Details:	Organisation:	Wales & West	
	Name:	Smitha Coughlan	
	Email:	Smitha.Coughlan@wwutilities.co.uk	
	Telephone:	02920 278838 07814584576	
Xoserve Representative Details:	Name:	Victoria Mustard	
	Email:	Victoria.mustard@xoserve.com	
	Telephone:	07519 605 322	
	Business Owner:		
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 type="checkbox"/> Shipper	<input checked="" type="checkbox"/> Distribution Network Operator
	<input type="checkbox"/> NG Transmission	<input type="checkbox"/> IGT
	<input type="checkbox"/> All	<input type="checkbox"/> Other <Please provide details here>
Justification for Customer Class(es) selection	Reporting requirements are for DN purposes only	

A3: Proposer Requirements / Final (redlined) Change

Problem Statement:	Currently a number of reports are produced which provide various data points that need to be collated by the individual networks – this report would collate all of that information into one, reducing workload and increasing data quality.
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Change Description:	Create the enclosed data items in 1 report	
	 Golden Bullet Draft 15.05.19.xlsx	
Proposed Release:		
Proposed Consultation Period:	<input checked="" type="checkbox"/> 10 Working Days	<input type="checkbox"/> 15 Working Days
	<input type="checkbox"/> 20 Working Days	<input type="checkbox"/> Other [Specify Here]

A4: Benefits and Justification

Benefit Description:	Ability to interrogate and access data in 1 final report	
	<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:	As soon as implemented	
	<i>When are the benefits of the change likely to be realised?</i>	
Benefit Dependencies:	n/a	
	<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 – Removed

(see Section C for DSG recommendations)

A6: Service Lines and Funding

Service Line(s) Impacted - New or existing	Service area 18 : Provision of user reports and information	
	Part A – No funding required	
	Part B – TBC	
Level of Impact	None	
If None please give justification	Reporting change being completed with the customer Data team. No system impacts.	

Impacts on UK Link Manual/ Data Permissions Matrix			
Level of Impact	Major/ Minor/ Unclear/ None		
If None please give justification			
Funding Classes :	Customer Classes/ Funding	Delivery of Change	On-going Budget Amendment
	<input type="checkbox"/> Shipper	XX %	XX %
	<input type="checkbox"/> National Grid Transmission	XX %	XX %
	<input checked="" type="checkbox"/> Distribution Network Operator	100 %	100 %
	<input type="checkbox"/> IGT	XX %	XX %
	<input type="checkbox"/> Other <please specify>	XX %	XX %
ROM or funding details:			
Funding Comments:	Part A - Zero cost		

A7: ChMC Recommendation

Change Status:	<input type="checkbox"/> Approve	<input type="checkbox"/> Reject	<input type="checkbox"/> Defer
Industry Consultation:	<input type="checkbox"/> 10 Working Days	<input type="checkbox"/> 15 Working Days	
	<input type="checkbox"/> 20 Working Days	<input type="checkbox"/> Other [Specify Here]	
Expected date of receipt for responses (to Xoserve)	XX/XX/XXXX		

DSC Consultation Issue:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Date Issued:	18/11/2019	
Comms Ref(s):	2489.7 - RT - PO	
Number of Responses:	Three approval 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: 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 C: DSG Discussion

C1: Delivery Sub-Group (DSG) Recommendations

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

DSG Date:	16/09/2019		
DSG Summary:	<p>PO informed DSG this change was raised by Wales & West Utilities and impacts Distribution Network Operators only. PO explained that currently there are a number of reports produced which provide various data points that need to be collated by the individual networks. The Golden Bullet report looks to collate all of that information into one, reducing workload and increasing data quality.</p> <p>This has a prioritisation score of 44% and was ratified by DSG.</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		

Section G: Change Pack

G1: Communication Detail

Comm Reference:	2489.7 - RT - PO
Comm Title:	XRN5004: DN Golden Bullet Report
Comm Date:	18/11/2019

G2: Change Representation

Action Required:	For information
Close Out Date:	02/12/2019

G3: Change Detail

Xoserve Reference Number:	XRN5004
Change Class:	Report
ChMC Constituency Impacted:	Distribution Networks
Change Owner:	Jane Goodes Jane.Goodes@xoserve.com
Background and Context:	<p>Currently a number of reports are produced which provide various data points that need to be collated by each Distribution Networks – this report aims to collate all of that information into one, reducing workload and increasing data quality.</p> <p>This change has been raised to generate one report that will amalgamate the four existing reports reducing the need for significant manual intervention and improving data quality.</p>

G4: Change Impact Assessment Dashboard (UK Link)

Functional:	Business Objects Report
Non-Functional:	N/A
Application:	SAP BW Report
User(s):	Distribution Networks
Documentation:	
Other:	

Files

File	Parent Record	Record	Data Attribute	Hierarchy or Format Agreed

G5: Change Design Description

[Link to CP](#)

XRN5004 has been raised to automate and amalgamate four reports that are currently generated manually for the Distribution Networks. This Change Pack details the design for Part A which is the delivery of the EUC Monthly and EUC Summary Report in a combined view.

The report will use the data items in the attached and will be generated to populate the report in the attached format - link below:

<https://www.xoserve.com/media/7584/xrn5004-suppl-doc.pdf>

G6: Associated Changes

Associated Change(s) and Title(s):	N/A
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G7: DSG

Target DSG discussion date:	NA
Any further information:	Providing there are no negative responses to this change pack the change will progress into delivery in order to meet a mid-December deadline.

G8: Implementation

Target Release:	Adhoc - December 2019
Status:	

Please see the following page for representation comments template; responses to uklink@xserve.com

Section H: Representation Response

H1: Change Representation

(To be completed by User and returned for response)

User Contact Details:	Organisation:	NGN	
	Name:	Helen Chandler	
	Email:	HChandler@northerngas.co.uk	
	Telephone:	07580704123	
Representation Status:	Support		
Representation Publication:	Publish		
Representation Comments:	We are supportive of the detailed design which will split the delivery of this report into two parts: Part A, which will amalgamate the EUC Monthly and EUC Summary Reports into one combined view, and Part B, which will address the Load Band Monthly and Load Band Summary reports. The automation and amalgamation of these reports, which are currently manually produced for GTs, should reduce workload and improve data quality.		
Confirm Target Release Date?	Yes	«h1_userDataAlternative»	

H1: Xoserve' s Response

Xoserve Response to Organisations Comments:	Thank you for your representation, we will feed this into ChMC for a final decision.
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Please send the completed representation response to uklink@xoserve.com

H1: Change Representation

(To be completed by User and returned for response)

User Contact Details:	Organisation:	Wales & West Utilities	
	Name:	Smitha Coughlan	
	Email:	Smitha.Coughlan@wwutilities.co.uk	
	Telephone:	02920278838	
Representation Status:	Pricing & Regulation Manager		
Representation Publication:	Publish		
Representation Comments:	<p>No objections to the proposal above, it is worth noting that this is only the first step of the 'golden bullet' report and is merely a re-formatting of existing reports/data.</p> <p>Therefore this should be headed XRN5004 part A, as there are further parts to the change proposal.</p>		
Confirm Target Release Date?	No	June 2020 releases	

H1: Xoserve' s Response

Xoserve Response to Organisations Comments:	We have spoken to W&W and they approve of the Adhoc date; rejecting the date for June 20 release was an error.
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Please send the completed representation response to uklink@xoserve.com

H1: Change Representation

(To be completed by User and returned for response)

User Contact Details:	Organisation:	Npower Ltd	
	Name:	Alison Price	
	Email:	alison.price@npower.com	
	Telephone:	07557202065	
Representation Status:	Large Shipper		
Representation Publication:	Publish		
Representation Comments:	No comments		
Confirm Target Release Date?	Yes	«h1_userDataAlternative»	

H1: Xoserve' s Response

Xoserve Response to Organisations Comments:	Thank you for your representation, we will feed this into ChMC for a final decision.
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Please send the completed representation response to uklink@xoserve.com

Version Control

Document

Version	Status	Date	Author(s)	Remarks
V1	With DSG	24/09/2019	Xoserve	CP updated with discussions from DSG 16 th September
V2	Voting	10/12/2019	Rachel Taggart	Change Pack and Reqs added from November Change Pack

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.
6.1	In Draft	26/03/2019	Richard Johnson/ Alison Cross	The following minor changes were made: <ul style="list-style-type: none"> - Inclusion of an All 'Impacted Parties' option in A2 - Justification section added to section A2 - Change Description replaced with Problem Statement in section A3 - Remove 'X' in Release information (sections A3, A5, A7, C1 and G8) - Updated Service Line and UK Link impacts and funding section (A6) to include further detail - Amended questions 3 and 4 in section B - Added Service Line/UK link Assessment in section D - Removed Section A5
6.2	For approval	14/05/2019	Alison Cross	Following review at DSC Governance review group re-added Change Description text box

7.0	Approved	13/06/2019	Richard Johnson	DSC Governance Review Group changes to the template approved at Change Management Committee on 12 th June 2019
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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 Driver Type	<input type="checkbox"/> CMA Order <input type="checkbox"/> EU Legislation <input type="checkbox"/> BEIS <input type="checkbox"/> SPAA Change Proposal <input type="checkbox"/> Other <i>(please provide details below)</i>	<input type="checkbox"/> MOD / Ofgem <input type="checkbox"/> License Condition <input checked="" type="checkbox"/> ChMC endorsed Change Proposal <input type="checkbox"/> Additional or 3 rd Party Service Request
Please select the customer group(s) who would be impacted if the change is not delivered	<input type="checkbox"/> Shipper Impact <input checked="" type="checkbox"/> Xoserve Impact	<input type="checkbox"/> iGT Impact <input type="checkbox"/> National Grid Transmission Impact <input checked="" type="checkbox"/> Network Impact
Associated Change reference Number(s)	XRN5003 / XRN5004	
Associated MOD Number(s)		
Perceived delivery effort	<input type="checkbox"/> 0 – 30 <input checked="" type="checkbox"/> 60 – 100	<input type="checkbox"/> 30 – 60 <input type="checkbox"/> 100+ days
Does the project involve the processing of personal data? <i>'Any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier' – includes MPRNS.</i>	<input type="checkbox"/> Yes <i>(If yes please answer the next question)</i> <input checked="" type="checkbox"/> No	
A Data Protection Impact Assessment (DPIA) will be required if the delivery of the change involves the processing of personal data in any of the following scenarios:	<input type="checkbox"/> New technology <input type="checkbox"/> Mass data <input type="checkbox"/> Fundamental changes to Xoserve business <input type="checkbox"/> Other <i>(please provide details below)</i>	
	<i>(If any of the above boxes have been selected then please contact The Data Protection Officer (Sally Hall) to complete the DPIA.</i>	
Change Beneficiary <i>How many market participant or segments stand to benefit from the introduction of the change?</i>	<input checked="" type="checkbox"/> Multiple Market Participants <input type="checkbox"/> All industry UK Gas Market participants <input type="checkbox"/> One Market Group	<input type="checkbox"/> Multiple Market Group <input type="checkbox"/> Xoserve Only <input type="checkbox"/> One Market Participant
Primary Impacted DSC Service Area	Service Area 16: Provision of Supply Point Information Services and Other Services Required to be Provided Under Condition of the GT Licence	
Number of Service Areas Impacted	<input type="checkbox"/> All <input checked="" type="checkbox"/> One	<input type="checkbox"/> Five to Twenty <input type="checkbox"/> Two to Five
Change Improvement Scale?	<input checked="" type="checkbox"/> High <input checked="" type="checkbox"/> Medium	<input type="checkbox"/> Low

<i>How much work would be reduced for the customer if the change is implemented?</i>	
Are any of the following at risk if the change is not delivered?	
<input type="checkbox"/> Safety of Supply at risk	<input checked="" 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 checked="" type="checkbox"/> Customer System Changes Required <input type="checkbox"/> Customer Testing Likely Required <input type="checkbox"/> Customer Training Required	
Known Impact to Systems / Processes	
Primary Application impacted	<input checked="" type="checkbox"/> BW <input type="checkbox"/> ISU <input checked="" type="checkbox"/> CMS <input type="checkbox"/> AMT <input type="checkbox"/> EFT <input type="checkbox"/> IX <input checked="" type="checkbox"/> Gemini <input checked="" type="checkbox"/> Birst <input type="checkbox"/> Other <i>(please provide details below)</i>
Business Process Impact	<input checked="" type="checkbox"/> AQ <input checked="" type="checkbox"/> SPA <input type="checkbox"/> RGMA <input checked="" type="checkbox"/> Reads <input type="checkbox"/> Portal <input checked="" type="checkbox"/> Invoicing <input checked="" type="checkbox"/> Other <i>(please provide details below)</i>
Are there any known impacts to external services and/or systems as a result of delivery of this change?	<input type="checkbox"/> Yes <i>(please provide details below)</i> <input checked="" type="checkbox"/> No
Please select customer group(s) who would be impacted if the change is not delivered.	<input type="checkbox"/> Shipper impact <input checked="" type="checkbox"/> Network impact <input type="checkbox"/> iGT impact <input checked="" type="checkbox"/> Xoserve impact <input type="checkbox"/> National Grid Transmission Impact
Workaround currently in operation?	
Is there a Workaround in operation?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If yes who is accountable for the workaround?	<input type="checkbox"/> Xoserve <input type="checkbox"/> External Customer <input checked="" type="checkbox"/> Both Xoserve and External Customer
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 checked="" type="checkbox"/> High <i>(complicate task, time consuming, requires specialist resources, high risk of human error in determining outcome)</i>
Change Prioritisation Score	50%

Document Control

Version History

Version	Status	Date	Author(s)	Summary of Changes
1	Draft	27/08/2019	Elliott Williams	Appendix completed

