

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:	XRN 5121		
Change Title:	Supplier Portfolio Service		
Date Raised:	11/02/2020		
	Organisation:	CDSP	
	Name:	Simon Harris	
	Email:	Simon.Harris@xoserve.com	
	Telephone:	0121 229 2642	
Xoserve Representative Details:	Name:	Susan Wagstaff / Jade Hall	
	Email:	Susan.wagstaff@xoserve.com/ jade.hall@xoserve.com	
	Telephone:	0121 229 2697/ 0121 229 2262	
	Business Owner:		
Change Status:	<input type="checkbox"/> Proposal	<input checked="" type="checkbox"/> With DSG	<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 type="checkbox"/> Shipper	<input type="checkbox"/> Distribution Network Operator
	<input type="checkbox"/> NG Transmission	<input type="checkbox"/> IGT
	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Other - Suppliers
Justification for Customer Class(es) selection	This is a request to produce a Supplier Portfolio service to be provided via a commercial contract.	

A3: Proposer Requirements / Final (redlined) Change

Problem Statement:	As part of the Data Permissions Matrix (DPM) Suppliers are able to receive a portfolio report however it has not yet been created. This Change Proposal is to create the portfolio report.
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Change Description:	As part of the Data Permissions Matrix (DPM) Suppliers can access a variety of data items if the Supply Meter Point is within their portfolio. As a result, several requests have been received by Suppliers to access this information. This change Proposal is looking to develop a portfolio service to be provided to Suppliers via a Commercial Contract.	
Proposed Release:	Adhoc Release - ASAP	
Proposed Consultation Period:	<input type="checkbox"/> 10 Working Days	<input type="checkbox"/> 15 Working Days
	<input type="checkbox"/> 20 Working Days	<input checked="" type="checkbox"/> Other [Specify Here]

A4: Benefits and Justification

Benefit Description:	Implementation of this change will enable Suppliers to receive the report as detailed within the Data Permissions Matrix. Suppliers will be able to see their whole portfolio in one report instead of having to search one meter point at a time in Data Enquiry. <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:	Upon implementation. <i>When are the benefits of the change likely to be realised?</i>
Benefit Dependencies:	Dependency on Suppliers wishing to take up on this service. <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	None expected to be impacted
Level of Impact	None
If None please give justification	New service to Suppliers, suppliers do not form part of DSC customer base and data transfers to non-DSC customers are covered under existing service lines.
Impacts on UK Link Manual/ Data Permissions Matrix	Amendments to the DPM are not expected as this service will ensure we provide a way for Suppliers to access the data they are allowed to under the DPM. If requirements change during design, documentation will be updated accordingly.
Level of Impact	Low
If None please give justification	N/A

	Customer Classes/ Funding	Delivery of Change	On-going Budget Amendment
Funding Classes :	<input checked="" type="checkbox"/> Shipper	100%	100%
	<input type="checkbox"/> National Grid Transmission	XX %	XX %
	<input type="checkbox"/> Distribution Network Operator	XX %	XX %
	<input type="checkbox"/> IGT	XX %	XX %
	<input type="checkbox"/> Other	XX %	XX %
ROM or funding details:	To be discussed and agreed at ChMC.		
Funding Comments:	To be discussed and agreed at ChMC.		

A7: ChMC Recommendation

Change Status:	<input checked="" 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 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: 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>

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:	23/03/2020		
DSG Summary:	PO gave an overview of change. PP asked if CDSP would expect a Shipper to notify the Supplier of this service or will XOS speak to Suppliers. PO explained that we would not expect Shippers to notify Suppliers, we suspect we would be having these conversations to inform Suppliers.		
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		

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

Version Control

Document

Version	Status	Date	Author(s)	Remarks
V1	In Development	18/03/20	Rachel Taggart	Updated with outcome from ChMC meeting on 11 th March 2020
V2	With DSG	06/04/2020	Chan Singh	CP Updated with discussions from DSG 23 rd March 2020

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 type="checkbox"/> ChMC endorsed Change Proposal <input checked="" 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 type="checkbox"/> Xoserve Impact	<input type="checkbox"/> iGT Impact <input type="checkbox"/> National Grid Transmission Impact <input type="checkbox"/> Network Impact
Associated Change reference Number(s)	XRN5121	
Associated MOD Number(s)	N/A	
Perceived delivery effort	<input type="checkbox"/> 0 – 30 <input type="checkbox"/> 60 – 100	<input checked="" 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 checked="" type="checkbox"/> Yes <i>(If yes please answer the next question)</i> <input 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 checked="" type="checkbox"/> Other <i>(please provide details below)</i> Proposed report will contain Supplier portfolio information <i>(If any of the above boxes have been selected then please contact The Data Protection Officer (Kevin-Eltoft-Prest) to complete the DPIA. Kevin-Eltoft-Prest. Information can be found: https://xoserve.sharepoint.com/dept/tech/infosec/Documents/Forms/AllItems.aspx)</i>	
Change Beneficiary <i>How many market participant or segments stand to benefit from the introduction of the change?</i>	<input type="checkbox"/> Multiple Market Participants <input type="checkbox"/> All industry UK Gas Market participants <input checked="" 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	n/a	
Number of Service Areas Impacted	<input type="checkbox"/> All <input type="checkbox"/> One (none)	<input type="checkbox"/> Five to Twenty <input type="checkbox"/> Two to Five
Change Improvement Scale?	<input 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 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	
Known Impact to Systems / Processes	
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"/> Other <i>(please provide details below)</i>
Business Process Impact	<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 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 type="checkbox"/> Network impact <input type="checkbox"/> iGT impact <input 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 checked="" type="checkbox"/> External Customer <input type="checkbox"/> Both Xoserve and External Customer
What is the Frequency of the workaround?	The current workaround involves having to search one meter point at a time in Data Enquiry.
What is the lifespan for the workaround?	Enduring
What is the number of resource effort hours required to service workaround?	Customer resources
What is the Complexity of the workaround?	<input checked="" 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>
Change Prioritisation Score	29%

Document Control

Version History

Version	Status	Date	Author(s)	Summary of Changes
1	Draft	27/04/18	Anesu Chivenga	
1.1	approved	27/12/19	Pooja Patel	Updates have been made to the DPIA information