

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:	28/09/2020
DSG Summary:	<p>Rachel Taggart (RT) presented this agenda item. RT provided a background on this change. Last year, XRN4789 was raised to rationalise reporting. This was achieved via the DDP.</p> <p>RT explained that currently XRN5200 is looking to include the remaining shipper pack topics and PARR reports with a view to creating dashboards per topic within DDP.</p> <p>RT added that the current Shipper Pack and PARR reports are to be decommissioned to reduce duplicate effort and regret spend. This is only once the reports are incorporated into DDP.</p> <p>RT asked DSG to confirm if all the Shipper pack information is relevant and if customers want the reports to be enhanced such as:</p> <ul style="list-style-type: none">- Currently monthly trend and would also want daily- Top 10 rejection codes or all rejection codes. <p>RT is looking to validate assumptions and for DSG to agree what should and should not be progressed. This needs to be discussed/voted on the priority. In addition, RT and KD are looking to confirm ideal notice period needed for decommissioning current shipper/PARR reports. PO asked if there was an expectation for customers to feed their views into the discussion or if they would be needed via a formal method of communication, such as a Change pack.</p> <p>Kirsty Dudley (KD) stated that as the sponsor, she is seeking to understand where customers sit currently, in regard to what has been discussed. KD added that from her point of view, she would like to decommission but is wanting to do this correct and with all customers on board and feeding in. Furthermore, KD stated that she felt a Change pack was unnecessary at this point but if parties did want this to be formally change packed, this would be followed up on.</p> <p>Helen Bevan (HB) asked is it just the reports issued by Xoserve that will be decommissioned and not anything that is sent from PAC. KD replied stating that this would only be the reports issued from Xoserve and not the reports from the huddle used by PAC/PAFA. HB added that anything with a PARR reports topic would be priority to be included within DDP. In addition to this Eleanor Laurence said she would like to see all rejections and rejection codes listed within the reports.</p> <p>KD asked DSG for their views on when they would be happy for the reports to be decommissioned. EL is happy to decommission aspects/reports as this Change progresses</p>

	<p>and is happy to wait for it all to be decommissioned together, but with a two month notice period of what and when those items are going to be decommissioned. PO asked DSG if there were any customers on the call at the moment that are dependent on the operational report being as is. No response from DSG. PO stated that this would be better discussed once the options have been realised following the impact assessment. KD stated should people still need other aspect's, there is still a possibility to go down Xoserve's third party route. JG stated that an impact assessment would be conducted to derive possible options and how this could be then progressed following discussions with customers. KD added that the change is looking to have the data as real-time as it can be for customers.</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		

DSG Date:	26/11/2020
DSG Summary:	<p>Jane Goodes (JG) presented this Change. JG clarified that this was presented last month to DSG with focus on the Shipper pack topics that are not within DDP. From this Rachel has created User Stories regarding the Shipper Pack/PARR Reports that were and were not in DDP. These user stories are requirements for this Change. JG asked DSG to validate the User Stories and asked DSG to confirm if all the Shipper Pack information is still relevant.</p> <p>JG is also looking to agree with DSG of what should and should not be progressed and vote on the priority. Furthermore, JG explained that a minimum notice period to decommission traditional reports would need to be discussed to understand whether this needs to be longer than the minimum 2 months already suggested.</p> <p>Kirsty Dudley (KD) provided her view regarding the Topics to go into DDP and stated that all topics within the table should be moved into DDP. KD added that the Shipper Pack and PARR report topics listed in the table that are currently not in DDP would need to be added to DDP before closing down the Shipper Pack/PARR Reports. Helen Bevan (HB) agreed with KD and suggested to prioritise PARR topics first before the Shipper Pack. DSG agreed all topics are relevant.</p> <p>KD asked what would Xoserve initial recommendations be regarding the priority. KD stated that if a specific path was suggested, could it be simpler to group it via asset, AQ, Reads. KD added it is difficult for customers to provide recommendations due to not knowing Xoserve systems. KD stated that she would prefer to understand Xoserve's recommendation and get an industry view on it. In addition, KD stated going forward, DSG have confirmed all topics are relevant but the date of when it is all wanted can be defined when items are prioritised.</p> <p>KD asked how this would work within DDP from a Change delivery perspective as DDP runs releases differently from the usual Minor/Major Releases of Change. JG stated there are two angles for this answer, the first is that Xoserve has investment funded drops, that Shippers, IGTs and DNs have within their budget. The topics are discussed at constituency meetings and then agreed upon what will go into the data backlog. The other side would be a DSC Change funded drops. JG explained that if it was being investment funded drops, for example the Shipper drops would involve discussing the topics going into DDP and adding them to the backlog of date items.</p> <p>PO – stated that it would be straight forward to confirm how the change will be funded and from there, the Change team can then handover of information to the product development team who will then take the Change through their cycle.</p> <p>KD stated that as the sponsor, KD is comfortable with this to be handed over to DDP and delivered through a logical prioritisation. KD does not want any confusion between who is owning and delivering and being part of the decision making process. This is not clear to KD at the moment and would like DSG to make recommendations. PO replied stating that the recommendation is if all are comfortable that enough digging and investigating has been</p>

	<p>done regarding the Shipper Pack DDP alignment. PO asked DSG focussing on the Shippers dialled in, if there is enough information for this to be handed over to be developed in the product development data delivery teams. KD and HB both agreed they were happy with this.</p> <p>KD asked how does Xoserve plan to decommission the Shipper Pack Topics. JG stated that a conversation would need to occur with James Hallam Jones's team whether the topics would be decommissioned as the drops went along or wait till all topics are in DDP to decommission in one go.</p> <p>PO asked for more views from DSG members. IB supported the approach suggested by JG. JG stated that the topics will be handed over to DDP to be included in future drops.</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		

DSG Date:	23/11/2020		
DSG Summary:	<p>RT went through the slides in relation to XRN5200. RT explained we have not received any comments in relation to amendments to the User stories, therefore we will be continuing with next steps (as explained on the slides). No comments from DSG on this change.</p> <p>RT explained that as the rest of the Shipper Pack Topics will be delivered via DDP backlog, the CP will be to deliver the decommissioning of the legacy reports. This will continue in Capture with the solutions going out in a Change Pack and brought to DSG. JW asked what Change Pack this would be visible on, RT explained this could potentially go out in December's Change Pack. KD advised that the Shipper Pack reports are a low priority in the DDP backlog so there is no rush for this to go out.</p>		
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DSG Recommended Release:	Release: Feb / Jun / Nov XX or Adhoc DD/MM/YYYY		

C1: Delivery Sub-Group (DSG) Recommendations

DSG Date:	22/02/2021		
DSG Summary:	<p>Rachel Taggart (RT) presented this agenda item. RT provided a background regarding this change. RT stated that Xoserve is seeking to establish a framework and timescale for the de-commissioning of Shipper Packs content once all related data and topics are delivered via reporting in DDP. To rationalise reporting some Shipper Pack topics were incorporated with corresponding PARR Report topics to align data. Xoserve continued to provide the data in the current format in addition to DDP.</p> <p>There are four solution option for this Change:</p> <p>Option one – direct cut over, no parallel running This solution looks to deliver a single cut over from legacy to DDP for the remaining topics. At the point of cut over, Xoserve will stop parallel running for the current Shipper Pack with immediate effect. This option has an overall low impact and is a release type as adhoc.</p> <p>Option Two - Parallel running and Direct Cut Over This option involves legacy reporting would continue alongside the equivalent DDP reports, persisting as each DDP drop for Shipper Pack data is completed. Once all data and topics are in DDP Xoserve would parallel run these alongside the legacy report for a period of time (to be agreed between customer and Xoserve) following which legacy reporting would be decommissioned.</p> <p>Option Three - Two phase approach This option involves stopping legacy reporting for the topics which are already in DDP, after an agreed notice period. Once all the remaining topics are in DDP, Xoserve would continue to run the legacy reports for an agreed notice period, then stop the remaining topics in the current reporting in one go.</p> <p>Option Four - Staggered parallel running approach (for the remaining topics) RT explained that if Xoserve were to suggest a preferred option, it would be options 2 or 3 as this would provide customers with more time. EL, DW and NMc stated they are looking to provide their responses via the Change Pack process with preferred options as 3 and 4. HB asked will the Shipper Packs be something that customers can view in DDP at the moment, HB asked if there is anything else in the Shipper Pack that in regard to customer performance and market performance reports. PO stated that this would be something to raise and discuss with the DDP team to see whether they might be use cases for future DDP Drop's.</p> <p>Action: PO to chase up DDP team in regard to HB's request about the Shipper Packs being included in DDP and in particular the performance reports with include market and aggregate data.</p>		
Capture Document / Requirements:	<Insert where appropriate>		
DSG Recommendation:	<input checked="" type="checkbox"/> Approve Option 3 or 4	<input type="checkbox"/> Reject	<input type="checkbox"/> Defer
DSG Recommended Release:	Release: Adhoc		

