

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:	XRN5556		
Change Title:	CMS rebuild parent XRN		
Date Raised:	26/08/2022		
Sponsor Representative Details:	Organisation:	Correla	
	Name:	Linda Whitcroft	
	Email:	linda.whitcroft@correla.com	
	Telephone:	07770794808	
Xoserve Representative Details:	Name:	James Rigby	
	Email:		
	Telephone:		
	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 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"/> All	<input type="checkbox"/> Other [<If [Other] please provide details here>]
Justification for Customer Class(es) selection	The Contact Management Service (CMS) is used by Shippers, Distribution Networks and IGT's to create, amend and delete data associated to their Portfolios	

A3: Proposer Requirements / Final (redlined) Change

Problem Statement:	The current CMS system has been in place for many years and needs to be replaced as it is out of support, new customer classes have joined the market and processes have changed, hence making the current solution not fit for the future.
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Change Description:	The current CMS system will be rebuilt (the scope being the same contact codes as current CMS with the addition of a new contact code for Supplier theft (SUT). The new solution will take into account customer pain points and reduce customer effort where possible. The system solution will be built, funded and owned by Correla and charged to Xserve through subscription charges, therefore eliminating the need for DSC customers to source up front investment funding	
Proposed Release:	commencing Q4 2022	
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 [This CP has been raised retrospectively as approval was gained in December 2021. Therefore no consultation period is necessary]

A4: Benefits and Justification

Benefit Description:	See change description <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:	See change description <i>When are the benefits of the change likely to be realised?</i>
Benefit Dependencies:	Dependency on RECCo being ready for the new theft (SUT) process as they are the organisation that triggers theft cases for investigation <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	
Level of Impact	Major/ Minor/ Unclear/ None
If None please give justification	
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 type="checkbox"/> Distribution Network Operator	XX %	XX %
	<input type="checkbox"/> IGT	XX %	XX %
	<input type="checkbox"/> Other <please specify>	XX %	XX %
ROM or funding details:			
Funding Comments:			

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 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>	

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

Version Control

Document

Version	Status	Date	Author(s)	Remarks
V1.0	Approved	12/09/2022	Chan Singh	Updated with outcome from ChMC 07/09/2022.

Template

Version	Status	Date	Author(s)	Remarks
3.0	Supersede d	17/07/2018	Emma Smith	Template approved at ChMC on 11th July 2018
4.0	Supersede d	07/09/2018	Emma Smith	Minor wording amendments and additional customer group impact within Appendix 1
5.0	Supersede d	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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