Change Order Form

for

Create new "role" for CMS to cover all activities undertaken within a Distribution Network

BLUE TEXT SHOULD BE OVERTYPED, PURPLE TEXT IS FOR INFORMATION/GUIDANCE

Title	Create new "role" for CMS to cover all activities undertaken by a Distribtion Network
Submission date	{dd/mm/yy}
Service & Level of Quote/Estimate Robustness Requested	*Please insert an X in the appropriate box:* **Evaluation Services** ☐ RULE Analysis ☐ ROM estimate for Analysis & Delivery ☐ High Level Estimate for Analysis & Delivery **ASA Change Order Services** ☐ Firm quote for Analysis ☒ Firm quote for both Analysis & Delivery
Additional Information required *If applicable.*	{Please overtype with any additional information that is required in addition to the service type selected above}
Customer's change reference *If applicable.*	{Insert GPINS number or Any linked / previous xoserve reference number for example}
Impact & Communication *Indicate the impacted networks* *Those marked as X would receive output documentation such as EQR, BER etc Where not all networks are selected (excluding Other) it is taken that the item is confidential to that party and would not appear within CMSG reports. However, items marked as funded from categories 1 to 4 (below) appear in CMSG reports regardless of the selection made here.*	*Please insert an X in the appropriate box(es):* ☐ All Networks (Transmission & Distribution) *Or select as follows:* ☐ National Grid Transmission ☒ National Grid Distribution ☒ Scottish & Southern Gas Networks ☒ Wales & West Utilities ☒ Northern Gas Networks ☐ Other – {please specify here}
Customer view of change funding *Items with a number indicates the External Spend Spreadsheet Category; for those items the proportion payable by Transmission/Distribution Networks is also shown in brackets*	*Please insert an X in the appropriate box(es):* ☐ 1 – RGTA Functionality (100/0) ☐ 2 – AT Link Functionality (20/80) ☒ 3 – Distribution Network Only Change (0/100) ☐ 4 – Core Changes – All Networks (11/89) ☐ 5 – Individual Network Changes (Not from Change Budget) *(Assumes network selected above receives 100% of charges)* ☐ 5 – Multi-Network Changes (Not from Change Budget) {Please specify here how the charges should be split} ☐ User Pays ☐ Other {please specify here}
Change Budget approved by all Change Managers:	*Please insert an X in the appropriate box:* ☐ Yes ☒ No
Customer representative	Joanna Ferguson
Customer representative contact details	jferguson@northerngas.co.uk Mobile: 07883099616
Subject matter expert / Network Lead	Ian Cooper
Subject matter expert contact details	icooper@northerngas.co.uk; Mobile: 07807 726613
xoserve contact	{Name, if applicable}

Change Details

Change priority :

Normal

Change driver / origin:

Current functionality in CMS is split into roles based on assumptions made about what activities would be undertaken by which entities, however, the Network role does not include all activities that are carried out within the DNs. This means that some individuals need multiple accounts to access CMS for different workstreams.

Change overview:

A new role is required that includes all activities that can be undertaken within DNs to facilitate more efficient working practices.

Change information:

- Activities undertaken by DN staff are:
    o New M Number creation
    o Theft of gas
    o Must reads
    o Prime & sub reads
    o Prime & sub queries
    o Address amendment
    o New Mod424/410A/425 processes
    o ISO site visits
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