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: | 5365 | | | |
| Change Title: | Request impact assessment on aligning Major Releases to the REC Release Schedule (Thursday release and 3 Major Releases per year) | | | |
| Date Raised: | 13/05/2021 | | | |
| Sponsor Representative Details: | Organisation: | Xoserve | | |
| Name: | Emma Smith | | |
| Email: | emma.smith@xoserve.com | | |
| Telephone: | 07596933903 | | |
| Xoserve Representative Details: | Name: | David Addison | | |
| Email: | David.Addison@Xoserve.com | | |
| Telephone: |  | | |
| Business Owner: |  | | |
| Change Status: | ☐ Proposal | | ☐ With DSG | ☐ Out for Review |
| ☐ Voting | | ☐ Approved | ☐ Rejected |

# A2: Impacted Parties

|  |  |  |
| --- | --- | --- |
| Customer Class(es): | ☐ Shipper | ☐ Distribution Network Operator |
| ☐ NG Transmission | ☐ IGT |
| ☐ All | ☐ Other [n/a] |
| Justification for Customer Class(es) selection | Moving change delivery from a Friday night/weekend to a Thursday would impact all customers groups as all groups are impacted by change delivery (dependent on the change)  DSC Customers would also need to be able to implement functional changes in the February release if necessary to align with REC.  In addition, the impacts identified and subsequent decisions that are determined from our assessment are integral to ensure we accurately shape the Xoserve Business Plan for forthcoming years. | |

# A3: Proposer Requirements / Final (redlined) Change

|  |  |  |
| --- | --- | --- |
| Problem Statement: | The Retail Energy Code Manager have provided a view they are proposing to align delivery of Retail Energy Code to other market sector delivery implementation day of a Thursday. At present all CDSP change delivery is implemented over a weekend due to the impacts of making changes during peak system activity and processing days. These impacts were informed to DSC Change Management Committee when this was assessed previously, with the main impacts being file processing with little system downtime, and the risk associated with having to roll back the system and it’s related code, if implementation were not successful. At the time DSC customers approved to continue with a weekend implementation.  The Retail Energy Code Manager have provided a view they are proposing to utilise all 3 major releases in a year (Feb, June, Nov) for delivery of REC change, under current DSC funding arrangements customers fund 2 major releases per year, therefore need to understand impacts of increasing to 3 including costs to inform the investments made by our customers in each Business Planning exercise. | |
| Change Description: | A detailed, deep dive assessment is being requested of Xoserve and it’s Service Provider, to identify the impacts of moving to a Thursday implementation for the delivery of DSC Change Proposals (DSC Change could include UNC modifications, REC change or other cross-regulatory impacting changes). The detailed, deep dive assessment needs to provide an understanding of:  - full impact assessment to systems/resource/processing/support, including specifically an assessment regarding cost impacts and justification for these.  - Options available: including if any specific types of release are particularly challenging, or could continue to be implemented over the weekend where these are not related to cross-regulatory changes;  - notice period required to implement/extend delivery periods  - risks  - recommendation  - impact assessment needs to be based on solution architecture in place post CSSC implementation, to provide that prospective view of capability that will be in place.  The impact assessment will also need to include 3 Major Releases a year with the additional major release taking place last weekend (or a Thursday) in February each year, understanding of:   * Resource impacts * Increased costs to customers * Costs and risk of a 3rd functional Major Release | |
| Proposed Release: | n/a | |
| Proposed Consultation Period: | ☐ 10 Working Days | ☐ 15 Working Days |
| ☐ 20 Working Days | ☐ Other [not requesting consultation] |

# A4: Benefits and Justification

|  |  |
| --- | --- |
| Benefit Description: | impact assessment is required in order Xoserve and its provider can provide a fully formed response to the REC code manager. It is also essential to ensure future Xoserve Business Plans are drafted appropriately, ensuring that customers have an accurate forecast of investments relating to DSC Services and Change. By conducting this impact assessment, Xoserve and our customers will be better informed on the relative costs and risks associated to aligning with the current change implementation assumptions that have been determined under the Retail Energy Code. |
| *What, if any, are the tangible benefits of introducing this change? What, if any, are the intangible benefits of introducing this change?* |
| Benefit Realisation: | Upon provision of the detailed, deep dive impact assessment |
| *When are the benefits of the change likely to be realised?* |
| Benefit Dependencies: | none identified |
| *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.* |

# 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 |
| ☐ Shipper | XX % | XX % |
| ☐ National Grid Transmission | XX % | XX % |
| ☐ Distribution Network Operator | XX % | XX % |
| ☐ IGT | XX % | XX % |
| ☐ Other <please specify> | XX % | XX % |
| ROM or funding details: |  | | |
| Funding Comments: |  | | |

# A7: ChMC Recommendation

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Change Status: | ☐ Approve | ☐ Reject | | ☐ Defer |
| Industry Consultation: | ☐ 10 Working Days | | ☐ 15 Working Days | |
| ☐ 20 Working Days | | ☐ Other [Specify Here] | |
| Expected date of receipt for responses (to Xoserve) | XX/XX/XXXX | | | |

|  |  |  |
| --- | --- | --- |
| DSC Consultation Issue: | ☐ Yes | ☐ No |
| Date Issued: | Click here to enter a date. | |
| Comms Ref(s): |  | |
| Number of Responses: |  | |

# A8: DSC Voting Outcome

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Solution Voting: | ☐ Shipper | | | Please select. |
| ☐ National Grid Transmission | | | Please select. |
| ☐ Distribution Network Operator | | | Please select. |
| ☐ 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: | ☐ No | ☐ Yes | If [Yes] please specify <Release> | |

Please send the completed forms to: [box.xoserve.portfoliooffice@xoserve.com](mailto:box.xoserve.portfoliooffice@xoserve.com)

Version Control

# Document

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| Version | Status | Date | Author(s) | Remarks |
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# Template

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| --- | --- | --- | --- | --- |
| 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 12th December 2018. |
| 6.1 | In Draft | 26/03/2019 | Richard Johnson/ Alison Cross | The following minor changes were made:   * 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 12th June 2019 |