

**DSC Change Completion Report (CCR)**

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| **Change Title** | CSEPs Hierarchy Report |
| **Change reference number (XRN)** | 4354 |
| **Xoserve Project Manager** | Jo Duncan |
| **Email address** | [Joanne.duncan@xoserve.com](mailto:Joanne.duncan@xoserve.com) |
| **Contact number** | 0121 623 2653 |
| **Target Change Management Committee date** | November 2018 |
| **Date of Solution Implementation** | 10/08/18 |
| **Section 1: Overview of Change Delivery** | |
| XRN4354 was raised to create a monthly report to DNOs capturing the nested hierarchy of CSEPs allowing DNOs to correctly model the demand for individual iGT fed Meter Points.  There has been no change to the scope or requirements of this report during the development and there have been no changes to the core systems.  Due to the Change congestion currently experienced within the delivery team the original forecasted commencement date of May was not met and was instead delivered into production in July, it was issued in August to the confirmed distribution list.  There have been no impacts to RTB costs. | |
| **Section 2: Confirmed Funding Arrangements** | |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Gas Industry Participant** | **BER Share of Cost** | **Actual Share of Cost** | **BER Cost Value** | **Actual Cost Value** | | **Shippers** |  |  |  |  | | **IGTs** |  |  |  |  | | **DNOs** | 100% | 100% | £7,100 | £6,992 | | **Transmission** |  |  |  |  | | **DN’s & IGT** |  |  |  |  |   *Please include any reasons for variation from Business Evaluation Report share of cost:*  The change took less time than originally estimated to deliver and this has been reflected in the total cost. | |
| **Section 3: Provide a summary of any agreed scope changes** | |
| N/A | |
| **Section 4: Detail any changes to the Xoserve Service Description** | |
| N/A  [Service Description Table](https://www.gasgovernance.co.uk/sites/default/files/ggf/page/2018-02/Service%20Description%20Table%20V4%20live%20clean%20for%20publication%2016%20Feb%202018.xlsx) | |
| **Section 5: Provide details of any revisions to the text of the UK Link Manual** | |
| N/A no changes | |
| **Section 6: Lessons Learnt** | |
| Lessons learned or lessons learnt are experiences distilled from a project that should be actively taken into account in future projects. Please insert the top 3 key learnings from the delivery of this change.   * Obtaining Delivery distribution list is best suited at least 3 weeks prior to delivery to accommodate any delays experienced due to annual leave * Engagement of delivery teams is required early on to prevent delays of approving documentation * Open and honest communication channels were very effective within Xoserve | |

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

**Document Version History**

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| **Version** | **Status** | **Date** | **Author(s)** | **Summary of Changes** |
| 0.1 | Draft | 30/08/18 | Jo Duncan | Initial Draft |
| 1 | Approved | 03/09/18 | Jo Duncan | Internally approved |

**Template Version History**

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| **Version** | **Status** | **Date** | **Author(s)** | **Summary of Changes** |
| 2.0 | Approved | 17/07/18 | Rebecca Perkins | Template approved at ChMC on 11th July |