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: | XRN 5065 |
| Change Title: | Addition of Email Address to DES Last Accessed Report |
| Date Raised: | 26/11/2019 |
| Sponsor Representative Details: | Organisation: | Scottish Power |
| Name: | Claire Roberts |
| Email: | clairelouise.roberts@scottishpower.com |
| Telephone: | 01416145930 |
| Xoserve Representative Details: | Name: | Max Pemberton |
| Email: | max.pemberton@xoserve.com |
| Telephone: | 07742623186 |
| Business Owner: |  |
| Change Status: | ☐[x]  Proposal | ☐[ ]  With DSG | ☐[ ]  Out for Review |
| ☐[ ]  Voting | ☐[ ]  Approved | ☐[ ]  Rejected |

# A2: Impacted Parties

|  |  |  |
| --- | --- | --- |
| Customer Class(es): | ☐[x]  Shipper | ☐[ ]  Distribution Network Operator |
| ☐[ ]  NG Transmission | ☐[ ]  IGT |
| ☐[ ]  All | ☐[ ]  Other [(Not sure if this is also sent to other users of DES who would need to manage their user lists)] |
| Justification for Customer Class(es) selection | The current report is issued to Shippers who are DES users outlining the user accounts on DES and what was the last time they logged in.  |

# A3: Proposer Requirements / Final (redlined) Change

|  |  |
| --- | --- |
| Problem Statement: | The current DES Last Accessed report (SS SA22 50 to 53) contains the list of users with the DES username. This username is constructed of a conjunction of the users first and last names. It makes the use of this report to validate the users more difficult that it needs to be as we are unable to match these (which may be subtly different to the users first name and last name in the company users accounts) directly to our own records. We would like to be able to use the report to more readily match users in DES against current company employee records. |
| Change Description: | Propose the addition of the user email address to the report as an additional field |
| Proposed Release: | Adhoc TBD |
| Proposed Consultation Period: | ☐[ ]  10 Working Days | ☐[ ]  15 Working Days |
| ☐[ ]  20 Working Days | ☐[x]  Other [Unsure] |

# A4: Benefits and Justification

|  |  |
| --- | --- |
| Benefit Description: | Improved security of DES Access by affording a more automated method to verify user lists against company AD |
| *What, if any, are the tangible benefits of introducing this change? What, if any, are the intangible benefits of introducing this change?* |
| Benefit Realisation: | Immediately following change and delivery of report with the additional data. |
| *When are the benefits of the change likely to be realised?* |
| Benefit Dependencies: | None |
| *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  | Service Area 18: Provision of user reports and information |
| 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  |
| [x]  Shipper | 100 % | 100 % |
| ☐[ ]  National Grid Transmission | XX % | XX % |
| ☐[ ]  Distribution Network Operator | XX % | XX % |
| ☐[ ]  IGT | XX % | XX % |
| ☐[ ]  Other <please specify> | XX % | XX % |
| ROM or funding details: |  |
| Funding Comments: | Service Area is currently split Shipper 34%, DNO & IGT 59% and NTS 7%. ChMC to agree 100% Shipper for this change |

# 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

Version Control

# Document

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Version | Status | Date | Author(s) | Remarks |
|  |  |  |  |  |

# Template

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 |