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 5197 | | | |
| Change Title: | QMP File Validation in CMS – Current Address field | | | |
| Date Raised: | 10/03/2020 | | | |
| Sponsor Representative Details: | Organisation: | Indigo Pipelines | | |
| Name: | Cher Harris | | |
| Email: | Cher.harris@sse.com | | |
| Telephone: | +44(0)1635 272503 | | |
| Xoserve Representative Details: | Name: | Jane Goodes | | |
| Email: | [Jane.goodes@xoserve.com](mailto:Jane.goodes@xoserve.com) | | |
| Telephone: | 07787 700610 | | |
| Business Owner: | Alex Stuart | | |
| 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 <Please provide details here> |
| Justification for Customer Class(es) selection | Please use this field to explain how the parties you’ve selected will be impacted | |

# A3: Proposer Requirements / Final (redlined) Change

|  |  |  |
| --- | --- | --- |
| Problem Statement: | Current validation of the QMP file in CMS causes the system to reject QMP files and so prevents plot to postal address updates. In addition there is no notification sent to IGT’s to inform them that the file has been rejected, it just sits in a pending state which impacts process and adds additional work for IGTs to track the progress of site amendments. | |
| Change Description: | ‘switch off’ the validation of current address in CMS to prevent the rejection of plot to postal address updates. | |
| Proposed Release: | Release: Feb/Jun/Nov XX or Adhoc DD/MM/YYYY | |
| Proposed Consultation Period: | 10 Working Days | 15 Working Days |
| 20 Working Days | Other [Specify Here] |

# A4: Benefits and Justification

|  |  |
| --- | --- |
| Benefit Description: | The current validation adds no value to the process and is actually preventing genuine Plot to Postal updates from being accepted, which runs counter to all industry initiatives to improve address data quality.  The validation process was only designed for ‘postal to postal’ updates and is not fit for purpose for ‘Plot to Postal’. IGTs work primarily in the new build market so send high volumes of plot address updates, which are currently failing to update, not due to any fault with data but due to inappropriate validation.  By removing validation of the current address, higher volumes of IGT address updates will be loaded.  This will improve address data quality to the benefit of all industry parties.  IGTs will be better able to track update responses and so deal with genuine rejections in a timely manner. |
| *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 upon implementation |
| *When are the benefits of the change likely to be realised?* |
| Benefit Dependencies: | N/A |
| *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 21: Data flows and services to Network Operators | | |
| Level of Impact | Major/ Minor/ **Unclear/** None | | |
| If None please give justification |  | | |
| Impacts on UK Link Manual/ Data Permissions Matrix | TBC | | |
| 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 | 100% | 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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Version | Status | Date | Author(s) | Remarks |
| 1.0 | Approved | 24/6/20 | Jane Goodes | Approved at IGT Constituency |

# 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 |