

## DSC Business Evaluation Report (BER)

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| **Change Title** |  |
| **Xoserve reference number (XRN)** |  |
| **Correla Project Manager** |  |
| **Email address** |  |
| **Contact number** |  |
| **Target Change Management Committee date** |  |
| **Section 1: In Scope** | |
| *Please provide a detailed description of what is in scope of this delivery. In project management, scope is the set of boundaries that define the extent of a project. The scope describes what is to be delivered to the customer as a result of the project initiative. These deliverables are derived from a project's requirements.*   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **XRN** | **Title** | **Type** | **Description** | **Link to Change Proposal** | **Impacts** | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | | |
| **Section 2: Out of Scope** | |
| *Please provide details of any deliverables which are out of scope. If an activity falls outside the boundaries, it is considered “out of scope” and is not planned for. For Example*   * *Any additional changes* * *Market Trials* | |
| **Section 3: Funding required to deliver the change** | |
| *The following section outlines the proposed costs*   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **XRN Ref** | **HLSO £** | **Design EQR** | **Build £** | **Test £** | **Implementation PIS £** | **MT £** | **1st Year MTB £** | **Delivery Total** | **CSSC Imact £** | **Risk Margin £** | **BER Total for Approval £** | **Shipper £** | **DN £** | **IGT £** | **NTS £** | **Total** | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |   **Key** | |
| **Section 4: Estimated impact of the service change on service charges** | |
| *Please detail any projected increase or decrease in cost to any of Xoserve’s service areas, and within them any service lines, as a result of this change.*  *Impacts to Ongoing Costs Example*   |  |  |  |  | | --- | --- | --- | --- | | **XRN** | **Xoserve Service Area & Line** | **Impact** | **(+/-) Projected Change in Annual Cost** | | *XXXX* | *Service area 1: Manage Shipper Transfers*  *DS-CS SA1 – 56* | *Technical Operations additional Monitoring* | *+ / - £XXXX* | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | | Total | | | £XXXX | | |
| **Section 5: Project plan for delivery of the change** | |
| *Please insert a high-level plan for the delivery of the change*  *Example*     |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | |  | Complete | |  |  |  |  |  | |  | On Track |  |  |  |  |  |  | |  | Planning (will not be baselined until delivery scope confirmed) | | | | | | | | |
| **Section 6: Additional information relevant to the proposed service change** | |
| **Risk Margin**   |  |  |  | | --- | --- | --- | | **XRN Ref** | **Risk Margin** | **Description** | | XXXX | £XXXX | Change to requirements - timebound to end of PIS | |  |  |  | |  |  |  | |  |  |  | |  |  |  |   *Please advise of any:*  *Constraints (any restriction that defines the project’s limitations)*  *Risks (any events that, should they occur, will have an effect on achieving the project’s objectives)*  *Issues (any problems which have already occurred and either have a positive or negative effect on the project’s ability to meet its objectives)*  *Assumptions (any statements that are taken as being true for the purposes of planning, but are subject to change)*  *Please indicate if any of the above will have external involvement. Who will be involved? When will they be involved, and how?* | |

**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** |
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**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 |
| 3.0 |  | 23/06/2021 | James Rigby | Table added to section 1  More detailed table in section 3  More detailed table in section 4  Inserted a project plan example in section 5  Table added in section 6 |