

## CHANGE OVERVIEW BOARD

### GAS CENTRAL SERVICES CHANGE HORIZON EVENT TEMPLATE

#### ABOUT THE EVENT

Registered	<Date on which Event is added to Change Horizon>
Last Updated	<Date of most recent update of Event record>

<b>Title</b>	<b>&lt;Event Title&gt;</b>
High Level Definition	<Factual description of Event>
Purpose	<Event drivers, aims and anticipated benefits>
Assumptions	<Key assumptions about Event>
Delivery Target	<Target date for Event 'go live'; fixed or flexible>
Dual Fuel	<Yes or No>

#### EVENT IMPACT – INITIAL ASSESSMENT

<Complete for all Events on Change Horizon in Zone 1

Process	<Impacted business processes>
Dependencies	<External dependencies for progression of Event>
Related Events	<Other Events that have / may have related impacts>
Stakeholders	<Impacted parties, e.g. Gas Transporters, Shippers / Suppliers>

#### EVENT SOLUTION – INITIAL HIGH LEVEL DESIGN

<Complete for all Events on Change Horizon when progressing from Zone 1 to Zone 2>

People	<Impact on resources – capacity, capability>
Process	<Impacted business processes>
Technology	<Impacted systems; scale of change>
Timing	<Time required to achieve solution implementation>
Projects	<Linked or related projects>

#### EVENT DELIVERY MILESTONES

<Complete for all Events on Change Horizon when progressing from Zone 1 to Zone 2>

Key Milestones and approximate timing	<Milestone 1> <Milestone 2> <Milestone 3> <Milestone n>
---------------------------------------	--

#### NEXT STEPS

External	<Actions expected to be taken by Event originator>
COB	<Target date for next review by Change Overview Board>