UKLP Change Process Strawman

12th February 2015

Change Strawman

- All UKLP File Formats are baselined having been approved through the UKLC governance process

- Any changes to approved file formats will be undertaken by strict exception

- Should an issue with an approved file format be identified (either by Xoserve or a User) then Xoserve will undertake a detailed impact assessment (IA) of the issue

xoserve

respect > commitment > teamwork

Change Strawman

- The impact assessment will determine the following
  - Does the issue identified necessitate a change to the associated file format i.e. the solution cannot function without making the change
  - Can the issue be addressed via a feasible work around i.e. a resolution which doesn't require a file format change
  - Is the issue cosmetic only i.e. no technical impacts
- Once an impact assessment is complete Xoserve will engage stakeholders via the UKLC to report the findings and if required discuss and approve amendments to file formats
  - Should a file format change be necessitated, the revised format will be subject to the standard UKLC governance and approval process
- Committee views are sought on expedited representation process