

**DSC Change Proposal**

**Change Reference Number: XRN4249**

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| **Change Title** | Address Maintenance Solution - Reinstating the monthly GB Mailing address update file (including part B) |
| **Date Raised** | 22/03/2017 |
| **Sponsor Organisation** | CDSP |
| **Sponsor Name** | Dave Ackers |
| **Sponsor Contact Details** | dave.ackers@xoserve.com |
| **Xoserve Contact Name** | Dave Ackers |
| **Xoserve Contact Details**  | dave.ackers@xoserve.com |
| **Change Status** | Approved  |
| **Section 1: Impacted Parties** |
| **Customer Class(es)** | ☐ Shipper☐ National Grid Transmission☐ Distribution Network Operator☐ iGT |
| **Section 2: Proposer Requirements / Final (redlined) Change** |
| Requirement to maintain Supply Point and Supply Meter Point addresses as and when postal addresses are amended. These amendments are available in the post office address file. This change is to develop the functionality to accept the file to maintain addresses on UK Link.As part of R2 scope prioritization and funding, a number of Change Requests (CRs) in scope were deemed not to have a viable business benefit/case for change. An additional 4 CRs were assessed if they could be accommodated in the R2 scope, XRN4249 was one of these CRs.Through the tracking of XRN4249 through the Delivery Sub Group (DSG) and Change Management Committee (ChMC) stage gating was defined to provide checkpoints on the progress of the change in the R2 Project. Due to a number of concerns from Customers on the risk of delivery of this change and the migration of GB address data from when the service ceased in April 2017, it was agreed to split the change into 2 parts:1. Implementation of the SAP ISU solution to reinstate the GB Mailing Update file process
2. Agreement of the proposed Data Migration Plan to apply updates from April 17 to June 18

**XRN4249 Change Pack** - [Link](https://www.xoserve.com/wp-content/uploads/CP-1856.2-XRN4249.docx)**27th November 17 ChMC****Secondary Scope Recommendation** - [Link](https://www.gasgovernance.co.uk/sites/default/files/ggf/book/2017-11/xrn4361%20ChMC%20R2%20Business%20Benefit%20Secondary%20Scope%20Recommendation%20V1.pdf) **Minutes** – [Link](https://xoserve.sharepoint.com/sites/UKLFR/Project%20Library/Forms/AllItems.aspx?viewpath=%2Fsites%2FUKLFR%2FProject%20Library%2FForms%2FAllItems%2Easpx&id=%2Fsites%2FUKLFR%2FProject%20Library%2FRELEASE%202%20%2D%20COR4361%2F3%2E%20Delivery%2F3%2E%20Testing%2FSystem%20Testing%2FExit%20Report)**10th January 18 ChMC** Minutes to confirm vote to accept XRN4249 into R2 Scope – [Link](https://www.gasgovernance.co.uk/sites/default/files/ggf/book/2018-01/Minutes%20DSC%20Change%20Management%20Committee%20100118%20v2.0.pdf) **07th February 18 ChMC****Minutes** - [Link](https://www.gasgovernance.co.uk/sites/default/files/ggf/book/2018-02/Minutes%20DSC%20Change%20Management%20Committee%20060218%20v2.0.pdf)**BER** – [Link](https://www.gasgovernance.co.uk/sites/default/files/ggf/book/2018-01/5.1.2%20XRN4361_Release_2_Delivery_BER_V3_Final.docx) **11th April 18 ChMC****Minutes** - [Link](https://www.gasgovernance.co.uk/sites/default/files/ggf/2018-04/Minutes%20DSC%20Change%20Management%20Committee%2011Apr18%20v1.0_0.pdf) – Page 10 where unanimous approval was provided for XRN4249 - Part A**Implementation Plan** - [Link](https://www.gasgovernance.co.uk/sites/default/files/ggf/2018-04/6.2%20Xoserve%20DSC%20Implementation%20Plan.xlsx) – Part A Approved**09th May ChMC**Seek ChMC Approval of Part B - [Link](https://www.gasgovernance.co.uk/sites/default/files/ggf/2018-05/4.1.2%20XRN4249%20%20Data%20Migration%20%20Date%20Part%20B.pptx)Implementation Plan - Link |
| **Proposed Release** | **R2 / 29/06/2018** |
| **Proposed IA Period**  | **Completed** |
| **Section 3: Benefits and Justification**  |
| Re-instatement of the monthly GB Mailing file update to prevent further degradation of address information held on the UK Link System to reduce risk. |
| **Section 4: Delivery Sub-Group (DSG) Recommendations**  |
| The ChMC pre the DSG holding the first session on the 08th January 2018 reviewed XRN4249 as part of R2 Secondary Scope review and approval. Please see the history in Section 2.The DSG have reviewed the proposed Data Migration plan for Part B of XRN4249 and supported the plan in the DSG meeting held on 09th April 2018 - [Link](https://www.xoserve.com/wp-content/uploads/DSC-DSG-090418.pdf) to plan and minutes of the meeting - [Link](https://www.xoserve.com/wp-content/uploads/20180409-DSG-Meeting-Minutes.pdf) |
| **DSG Recommendation** | Approve |
| **DSG Recommended Release** | Release 2: 29th June 18 |
| **Section 5: DSC Consultation**  |
| **Issued** | Yes |
| **Date(s) Issued** | 31/01/2018 - 1856.2 – ER – SN29/03/18 - 1905 – RH – ES |
| **Comms Ref(s)** | 1856.2 – ER – SN – Change Pack1905 – RH – ES - XRN4249 – PAF Validation updates – Data Migration Plan  |
| **Number of Responses** | [Customer Team to Confirm] |
| **Section 6: Funding** |
| **Funding Classes**  | ☐ Shipper XX% = £XXXX.XX☐ National Grid Transmission XX% = £XXXX.XX☐ Distribution Network Operator XX% = £XXXX.XX☐ iGT XX% = £XXXX.XXTOTAL = £XXXX.XX |
| **Service Line(s)** | Service Area 1 - Manage Supply Point Registration |
| **ROM or funding details**  | UK Link Deferred Budget |
| **Funding Comments**  | Funded from UK Link Deferred Budget |
| **Section 7: DSC Voting Outcome** |
| **Solution Voting**  | ☐ Shipper Approve / Reject / NA / Abstain☐ National Grid Transmission Approve / Reject / NA / Abstain ☐ Distribution Network Operator Approve / Reject / NA / Abstain☐ iGT Approve / Reject / NA / Abstain  |
| **Meeting Date**  | 07/02/2018 |
| **Release Date** | Release 2: June – 29/06/18 |
| **Overall Outcome**  | Approved |

**Please send the completed forms to:** **.box.xoserve.portfoliooffice@xoserve.com**