

Workplan
UNC Modification Reference Number 0209
Rolling AQ

1 Delivery Timescale

The UNC Modification Panel, at its meeting on 17 April 2008, meeting agreed that this Proposal should go to a Development Work Group. This Workplan, shows an August 2008 date for completion, which is well within the normal UNC completion timescale of six months, but this would allow two further monthly meetings if it proved to be necessary. The Development Work Group agreed to schedule meetings monthly in order to produce the target deliverables, particularly a fully drafted Modification Proposal that enjoys consensus support of the group.

2 Outline of Agendas for Each Session

Session 1: 14 May 2008

- (a) Agreement of Terms of Reference.
- (b) Agreement of this Workplan.
- (c) Updated straw man – review and agreement, including outstanding issues, where possible.
- (d) Allocation of Tasks for Session 2.

Session 2: 18 June 2008

- (a) Finalise issues outstanding from Session 1.
- (b) Validation Rules
 - (i) Receive presentation.
 - (ii) Discuss and agree rules, where possible,
 - (iii) Discuss and agree governance eg within UNC or as a UNC Related Document.
- (c) Allocation of Tasks for Session 3.

Session 3: 15 July 2008

- (a) Finalise issues outstanding from Session 2.
- (b) Review and agree impact analyses as listed in Terms of Reference.
- (c) Review and agree in principle Detailed Business Rules.
- (d) Review and agree in principle any UNC Related Documents.
- (e) Allocation of Tasks for Session 4.

Session 4: 6 August 2008

- (a) Agree Development Work Group Report/Revised Modification Proposal.
- (b) Agree all other related documents eg validation rules, impact analyses.

13 August 2008: latest sign-off date by members for August UNC Panel submission .