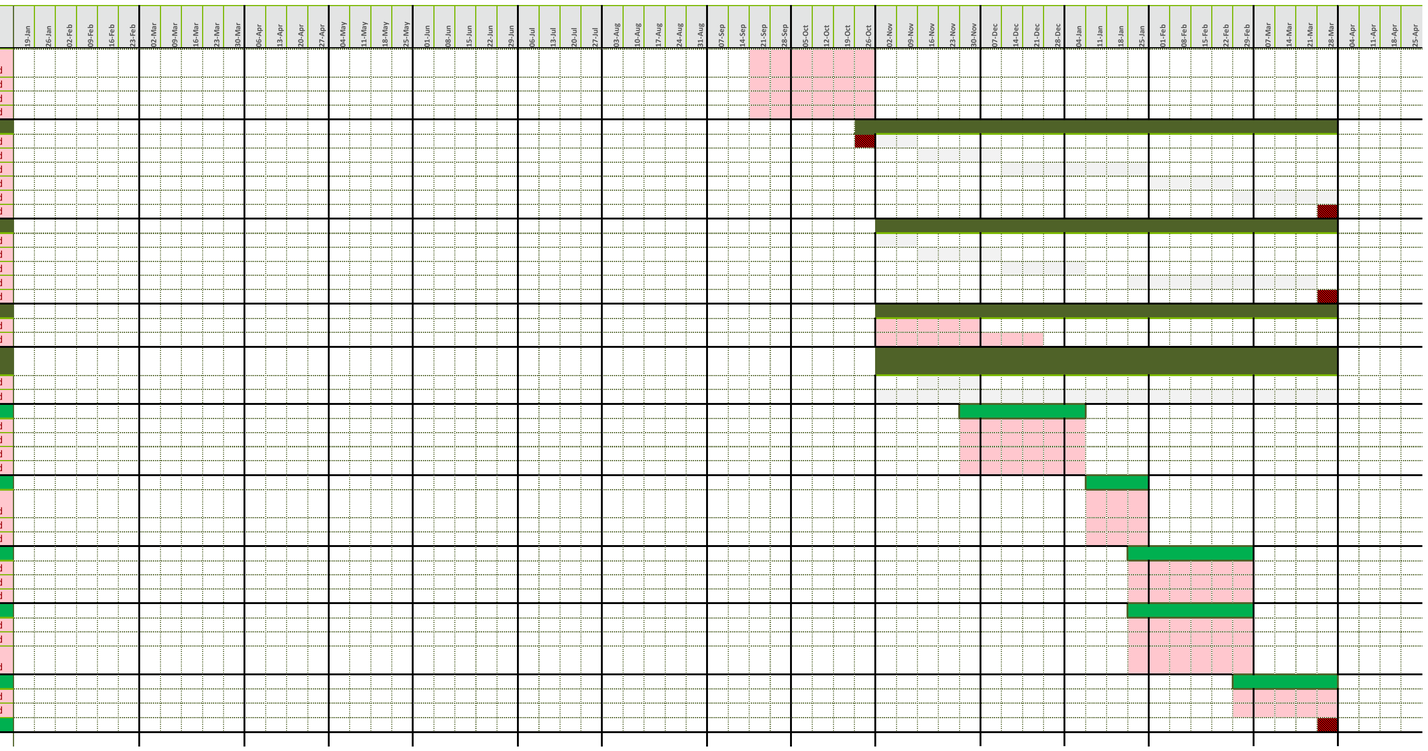
DRAFT FGO PROGRAMME PLAN

DRAFT Version 0.1 *Last updated: 6th February 2015*

Phase	Activity REF	Activity	Responsible for delivery	Start	End	Status
0 : INITIATION	**0.1**	**Approval of baseline PID**				
	0.1.1	Collate PID feedback	PM	19-Jan	23-Jan	Completed
	0.1.2	Rationalise PID feedback	PM	26-Jan	30-Jan	Completed
	0.1.3	Incorporate PID feedback	PM	02-Feb	04-Feb	Completed
	0.1.4	Update PID	PM	02-Feb	05-Feb	Completed
	0.1.5	Circulate revised draft PID	PM	06-Feb	06-Feb	Completed
	0.1.6	Agree process for future versions of PID	POB	13-Feb	13-Feb	Not Started
	0.1.7	***Sign off baseline PID***	POB	13-Feb	13-Feb	Not Started
	0.2	**Consider topic papers**				
	0.2.1	Collate topic paper feedback	POB	19-Jan	23-Jan	Completed
	0.2.2	Incorporate topic paper feedback into draft blueprint	PM	02-Feb	02-Mar	Ongoing
	0.3	**Establish PMO tools**				
	0.3.1	Set up central mailbox	PM	26-Jan	30-Jan	Completed
	0.3.2	Establish FGO sharepoint site	PM	26-Jan	06-Feb	Completed
	0.3.3	Provide Sharepoint use guidance	PM	06-Feb	13-Feb	Ongoing
	0.3.4	Circulate POB tools	PM	06-Feb	06-Feb	Completed
	0.3.5	***Approve POB tools for ongoing use***	POB	13-Feb	13-Feb	Not Started
	0.4	**Establish risk/issues management tracking approach**				
	0.4.1	Establish risk reporting logs	PM	30-Jan	30-Jan	Completed
	0.4.2	Establish issue reporting logs	PM	30-Jan	30-Jan	Completed
	0.4.3	***Agree risk and issue management approach***	POB	13-Feb	13-Feb	Not Started
	0.5	**Establish high level FGO governance process**				
	0.5.1	Review existing POB governance processes in TOR	PM	02-Feb	13-Feb	Ongoing
	0.5.2	Circulate RACI for discussion	PM	13-Feb	13-Feb	Not Started
	0.5.3	Discuss RACI as a group	POB	13-Feb	13-Feb	Not Started
	0.5.4	Present draft RACI for approval	PM	06-Mar	06-Mar	Not Started
	0.5.5	Draft FGO governance process, elaborating on baseline PID	PM	16-Feb	02-Mar	Not Started
	0.5.6	Present FGO governance process	PM	06-Mar	06-Mar	Not Started
	0.5.7	Collate FGO governance process feedback	PM	06-Mar	13-Mar	Not Started
	0.5.8	***Approve FGO Governance process***	POB	23-Mar	27-Mar	Not Started
	0.6	**Establish stakeholder engagement approach**				
	0.6.1	Circulate industry email raising initial awareness about the programme	PM	26-Jan	26-Jan	Completed
	0.6.2	Initial engagement with industry representatives via open sessions, meetings and bilateral	PM	16-Jan	12-Feb	Ongoing
	0.6.3	Draft stakeholder management plan and approach for stakeholder engagement (including	PM	16-Feb	27-Feb	Not Started
	0.6.4	Discuss RACI with POB and agree objectives for communications	PM	13-Feb	13-Feb	Not Started
	0.6.5	Detailed feedback on stakeholder management plan	POB	16-Feb	27-Feb	Not Started
	0.6.6	Circulate revised stakeholder management plan	PM	13-Feb	06-Mar	Not Started
	0.6.7	***Approve stakeholder management plan***	POB	13-Mar	13-Mar	Not Started
	0.7	**Establish high level programme plan**				
	0.7.1	Consider programme timescales, costs, outputs and dependencies	POB	16-Jan	13-Feb	Ongoing
	0.7.2	Consider high level risks and assumptions	POB	16-Jan	13-Feb	Ongoing
	0.7.3	Draft and circulate preliminary programme plan	PM	16-Jan	06-Feb	Completed
	0.7.4	**Approve baseline preliminary programme plan**	POB	13-Feb	13-Feb	Not Started
	0.7.5	Schedule programme phases	POB	16-Feb	13-Mar	Not Started
	0.7.6	Consider programme transitional arrangements	POB	16-Feb	13-Mar	Not Started
	0.7.7	Discuss detailed programme plan	PM	13-Feb	13-Feb	Not Started
	0.7.8	Revise programme plan to reflect comments and working groups	PM	13-Feb	16-Apr	Not Started
	0.7.9	***Approve baseline programme plan***	POB	16-Apr	16-Apr	Not Started
1 : DESIGN	**1.1**	**Establish Programme Blueprint**				
	1.1.1	Establish and agree the programme's vision	POB	16-Feb	27-Feb	Not Started
	1.1.2	First draft of the blueprint (with options)	PM	23-Feb	06-Mar	Not Started
	1.1.3	Identify the industry benefits of the draft blueprint options	POB	06-Mar	23-Mar	Not Started
	1.1.4	Undertake a gap analysis of the current state and the target operating model	PM	06-Mar	23-Mar	Not Started
	1.1.5	Develop and circulate next iteration of the Programme Blueprint	PM	23-Mar	10-Apr	Not Started
	1.1.6	***Approve Baseline Programme Blueprint***	POB	16-Apr	16-Apr	Not Started
	1.1.7	Consider options for further iterations of the blueprint (stage gates)	POB	16-Apr	16-Apr	Not Started
	1.2	**Establish workgroups**				
	1.2.1	Identify preliminary workgroups	PM	16-Jan	13-Feb	Ongoing
	1.2.2	***Agree preliminary workgroups***	POB	13-Feb	13-Feb	Not Started
	1.2.3	***Assign workgroup leaders and initial membership***	POB	13-Feb	13-Feb	Not Started
	1.2.4	Workgroup meetings to address key questions and identify options	WG	16-Feb	03-Apr	Not Started
	1.2.5	Feed options in to Blueprint and workgroup development process	WG	16-Feb	03-Apr	Not Started
	1.2.6	Develop terms of reference for working groups	WG	09-Mar	10-Apr	Not Started
	1.2.7	***Agree terms of reference for working groups***	POB	10-Apr	10-Apr	Not Started
	1.2.8	***Agree workgroups for development and delivery phases***	POB	10-Apr	10-Apr	Not Started
	1.3	**Review FGO Programme governance**				
	1.3.1	Review POB terms of reference	POB	16-Feb	13-Mar	Not Started
	1.3.2	Review POB membership and wider programme governance	POB	16-Feb	13-Mar	Not Started
	1.3.3	**Establish programme leadership and decision making processes**	PM	27-Mar	27-Mar	Not Started
	1.3.4	Reconsider POB / Programme roles and responsibilities	PM	13-Mar	27-Mar	Not Started
	1.4	**Update Programme Plan to reflect agreed Blueprint**				
	1.4.1	Identify potential 'quick wins' and options for early delivery	WG	16-Feb	03-Apr	Not Started
	1.4.2	Identify schedule for completion of other deliverables	POB	16-Feb	03-Apr	Not Started
	1.4.3	Upate programme plan to reflect outcome of this phase	WG	06-Apr	17-Apr	Not Started
	1.4.4	Circulate revised programme plan for review	PM	17-Apr	17-Apr	Not Started
	1.4.5	***Approve next iteration of Programme Plan***	POB	24-Apr	24-Apr	Not Started
2 : DEVELOPMENT	**2.1**	**Convene POB meetings**				
	2.1.1	***Agree schedule of POB meetings***	POB	13-Feb	13-Feb	Not Started
	2.1.2	POB meetings held	POB	16-Jan	01-Apr-16	Ongoing
	2.1.3	Papers circulated one week in advance of POB meetings	PM	16-Jan	01-Apr-16	Ongoing
	2.1.4	Minutes circulated within two working days of POB meetings	PM	16-Jan	01-Apr-16	Ongoing
	2.2	**Workgroups develop and deliver deliverables**				
	2.2.1	***Agree schedule of working groups for development and delivery phases***	POB	10-Apr	10-Apr	Not Started
	2.2.2	Working group meetings held	WG	27-Apr	30-Nov	Not Started
	2.2.3	Working groups develop key deliverables	WG	27-Apr	15-May	Not Started
	2.2.4	Working groups deliver key deliverables	WG	25-May	30-Nov	Not Started
	2.2.5	Working groups report in to POB via highlight reports circulated one week in advance	PM	27-Apr	30-Nov	Not Started
	2.2.6	**Review first work group outputs**	PM	09-Oct	09-Oct	Not Started
	2.2.7	**Sign off final workgroup outputs**	PM	30-Oct	30-Oct	Not Started
	2.3	**Specify implementation plan**				
	2.3.1	Understand the potential for fast track processes and requirements for using such routes	PM	03-Aug	12-Oct	Not Started
	2.3.2	Initiate initial communications with industry implementation mechanism owners (i.e. code administrators)	PM	08-Jun	26-Jun	Not Started
	2.3.3	**Identify and/or nominate FGO parties to act as 'implementation owners' on behalf of the FGO Programme**	WG	31-Jul	31-Jul	Not Started
	2.4	**Consider implementation timescales**				
	2.4.1	Assess development progress against programme schedule and blueprint (including option assessments)	POB	01-Jun	12-Jun	Not Started
	2.4.2	Assess the timing implications of transitional arrangements	PM	01-Jun	12-Jun	Not Started
	2.4.3	Identify risks concerning aspects of the programme that are taking longer than planned	PM	01-Jun	12-Jun	Not Started
	2.4.4	**Identify aspects for early delivery / implementation**	POB	10-Jul	10-Jul	Not Started
	2.5	**Implementation preparation**				
	2.5.1	**Identify closure reporting requirements**	POB	30-Oct	30-Oct	Not Started

DRAFT FGO PROGRAMME PLAN

Phase	Activity REF	Activity	Responsible for delivery	Start	End	Status
	2.5.2	Establish the success of the development phase against the critical success factors	POB	21-Sep	30-Oct	Not Started
	2.5.3	Establish communications needed and wider implications	PM	21-Sep	30-Oct	Not Started
	2.5.4	Establish Programme change control logs and processes	PM	21-Sep	30-Oct	Not Started
	2.5.5	Establish Programme configuration management protocols	PM	21-Sep	30-Oct	Not Started
3 : DELIVERY	3.1	**Implementation via the UNC Modification Process**				
	3.1.1	Agree UNC Modifications and raise UNC Modification(s) based on workgroup outputs	POB	28-Oct	14-Nov	Not Started
	3.1.2	Modification Consulation	UNC	16-Nov	11-Dec	Not Started
	3.1.3	Draft and Final modification reports	UNC	14-Dec	30-Jan	Not Started
	3.1.4	Authority decision	UNC	01-Feb	26-Feb	Not Started
	3.1.5	Notice to implement	UNC	29-Feb	01-Apr	Not Started
	3.1.6	UNC Modification(s) go-live	UNC	29-Feb	01-Apr	Not Started
	3.2	**Implementation via Ofgem's licence amendment process**				
	3.2.1	Agree and raise amendment recommendations to Ofgem based on workgroup outputs	POB	02-Nov	14-Nov	Not Started
	3.2.2	Ofgem consultation	Ofgem	16-Nov	11-Dec	Not Started
	3.2.3	Ofgem's minded to position and staturtory consultation	Ofgem	14-Dec	08-Jan	Not Started
	3.2.4	Ofgem's decision to implement	Ofgem	01-Feb	01-Apr	Not Started
	3.2.5	Implementation of licence changes	Ofgem	01-Apr	01-Apr	Not Started
	3.3	**Implementation via Ofgem's price control funding methodology**				
	3.3.1	Agree and amendments to the PCFM and raise recommendations based on workgroup out	POB	01-Nov	30-Nov	Not Started
	3.3.2	Ofgem to conduct the PCFM process with relevant industry parties	Ofgem	01-Nov	24-Dec	Not Started
	3.4	**Implementation via changes to Xoserve's articles of association, memorandum and/or shareholder agreement**				
	3.4.1	Raise modifications to relevant xoserve documents, via appropriate mechanisms	POB	16-Nov	11-Dec	Not Started
	3.5	**Shadow operation and transition arrangements in operation**		02-Nov	01-Apr	Not Started
4 : CLOSURE	4.1	**Close individual workgroups**				
	4.1.1	Review workgroup outputs in line with success criteria	POB	30-Nov	08-Dec	Not Started
	4.1.2	Formal handover of outputs to the POB	WG	30-Nov	08-Dec	Not Started
	4.1.3	Review of actions / risks / issues / queries still open	PM	30-Nov	08-Dec	Not Started
	4.1.4	Summary and dissemination of lessons learnt	PM	30-Nov	08-Dec	Not Started
	4.2	**Manage and reinforce enduring operations**				
	4.2.1	Establish ongoing mechanisms to monitor performance and the delivery of benefits - post implementation	WG	11-Jan	30-Jan	Not Started
	4.2.2	Decommissioning of legacy systems and processes	WG	11-Jan	30-Jan	Not Started
	4.2.3	Ongoing identification and subsequent resolution of BAU issues and risks	WG	11-Jan	30-Jan	Not Started
	4.3	**Issue programme closure commuications**				
	4.3.1	Notify the industry of the changes implemented	POB	26-Jan	01-Apr	Not Started
	4.3.2	Communicate key successes and lessons learnt	PM	26-Jan	01-Apr	Not Started
	4.3.3	Raise awareness about BAU processes moving forward	PM	26-Jan	01-Apr	Not Started
	4.4	**Finalise programme outputs**				
	4.4.1	***Formal handover of programme outputs to relevant body (bodies)***	POB	26-Jan	01-Apr	Not Started
	4.4.2	Close off actions / risks / issues or hand these over where necessary	PM	26-Jan	01-Apr	Not Started
	4.4.3	Confirm the storage, circulation and presentation of programme documentation (including historic versions)	PM	26-Jan	01-Apr	Not Started
	4.5	**Close programme**				
	4.5.1	***Confirm programme closure***	PM	01-Mar-16	01-Apr-16	Not Started
	4.5.2	***Disband programme structures, resources and supporting functions***	PM	01-Mar-16	01-Apr-16	Not Started
	4.6	***Go LIVE***		***01-Apr***	***01-Apr***