DSC Business Evaluation Report (BER)



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| **Change Title** | Report Review |
| **Xoserve reference number (XRN)** | XRN4857 |
| **Xoserve Project Manager** | Charlie Haley |
| **Email address** | Charlie.Haley@xoserve.com  |
| **Contact number** | 0121 623 2620 |
| **Target Change Management Committee date** | 09/07/19  |
| **Section 1: In Scope** |
| 1. Definition of a reporting catalogue and management process
2. Identification of simplification opportunities – Potential rationalisation in reporting
3. Identification of areas where effort spent on reporting can be reduced
4. Creation of a delivery plan for the recommended changes
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| **Section 2: Out of Scope** |
| 1. Application, configuration and infrastructure changes
2. Delivery of the recommendations
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| **Section 3: Funding required to deliver the change** |
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| **Gas Industry Participant** | **% Share of Cost** | **Cost Value** |
| **Shippers** | **100%** | **£75,845** |
| **iGT’s** | **0%** | **£0.00** |
| **DNO’s** | **0%** | **£0.00** |
| **Transmission** | **0%** | **£0.00** |
| **DN & iGT** | **0%** | **£0.00** |
| **Total Cost** | **100%** | **£75,845** |

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| **Section 4: Estimated impact of the service change on service charges** |
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| **Xoserve Service Area** | **Xoserve Service Line** | **(+/-) Projected Change in Annual Cost** |
| **N/A** | **N/A** | **N/A** |

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| **Section 5: Project plan for delivery of the change** |
| **Mobilisation*** KPMG SOW creation and refinement
* Internal project team mobilisation
* KPMG briefing sessions with project team
	+ Discuss the analysis process
	+ Agree project plan
	+ Highlight any risks/issues/constraints

**Analysis Workshops*** Information will be provided to KMPG via a series of analysis workshops
* Take a holistic view of all outputs issued to customers to develop the catalogue

**Output Development*** Reporting Catalogue – Central repository for all Xoserve outputs
* Analysis Report – KPMGs report detailing the findings of their analysis
* Develop recommendations
* Develop delivery plan
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| **Section 6: Additional information relevant to the proposed service change** |
| **Why?**A detailed review of all reporting outputs will allow Xoserve to identify potential efficiency savings, and improvements we can make to the reporting services we provision to our customers. This will then formulate the need of how we deliver against the Audit and to build a plan for delivery (including the recommendations) on how to best achieve the desired position identified through the analysis.**What?**KPMG will be carrying out a formal Audit view of all reporting, outputs and extracts which are provided to customers as a current state of play; considering the purpose; frequency and distribution. The outputs, findings and any recommendations will be presented via a delivery plan at the end of the analysis phase. |

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

**Document Version History**

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| **Version** | **Status** | **Date** | **Author(s)** | **Summary of Changes** |
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**Template Version History**

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