To be authorised by a minimum level of a XM1 manager

All fields are mandatory. IA Requests without sufficient information will be rejected & returned to the originator.

Section 1: Completed by Requestor (page1-2)

Section 2: Completed by Flash Validators (page 3)

Section 3: Completed by Supplier of Change / UAT Testing Team (page 4)

Section 4: Completed by Impact Assessment Approvers (page 5)

Section 5: Completed by Development Team

Section 6: Completed by SIT Team

Section 7: Completed by UAT Team

Please submit this form to: .box.xoserve.UKLinkProgramme

Guidance notes in blue are to be deleted before submission

**Section 1: To be completed by the IA requestor:**

|  |  |
| --- | --- |
| UK Link Programme Impact Assessment Form | |
| **\*\*Impact Assessment ID:** | **UKLP IADBI315** |
| **XRN log Number (if applicable):** |  |
| Change Title: | *Meter Point Details Report & Sector Breakdown Report* |
|  |  |
| XM1 Owner | *Mark Cockayne* |
| Fast Track IA (Y/N): | *Y* |
| Date Raised: | *28/03/2017* |
| Raised By: | *Simon Bissett/ Michelle Downes* |
| Originator: | *Billing/ Business Change* |
| Source of Change: | *Solution Design Gap* |
| Date Approval Required By: | *ASAP* |
| Portfolio Impact (Yes/No): | *Yes* |
| Portfolio Impact Details: | *Under the current design the amendment invoice will go out to the industry unvalidated* |
| Required in Legacy (Yes/No): | *No* |
| Priority (1-Critical, 2-High, 3-Medium, 4 - Low): | *1* |
| Requested Implementation By Date: | *18th business day in July 2017* |
| Change Description:  *Please see below layout examples of the two reports required to validate the amendments invoice:*    *NB: Both reports need to be ran on an adhoc frequency via infoview*  *Meter Point Details Report (Layout - Tab 1)*   1. *Date Prompts will be required (Billing Period Month)* 2. *Only MPRNs contained within the amendment invoice for the date range specified* 3. *Sort by Site Type*   *Sector Breakdown Report (Layout Tab 2)*   1. *Date Prompts will be required (Billing Period Month)* 2. *Contain all class types however only class 3 and 4 with an energy => ????kWh (kWh tolerance to be advised under the impact assesment)* 3. *Only MPRNs contained within the amendment invoice for the billing period specified* 4. *Sort by site type* | |
| Reason for Change / Justification:  *This is a design gap identified as currently under the new design there is no process to validate the amendment invoice* | |
| Requirement relevant to the Request:  *Two separate reports will be required for this validation (see above)* | |
| Impacted System(s):  *SAP-BW* | |

## Flash Validation Form

**Section 2: To be completed by the TL flash validator**

|  |
| --- |
| UK Link Programme Flash Validation Form |

|  |  |
| --- | --- |
| Reviewer |  |
| Flash Validation Approved/Rejected | *Approve / Reject to proceed* |
| Comments/Notes | The following checklist should be completed for each flash validation:   |  |  | | --- | --- | |  | | | *Is the IA is an existing Source rule/Requirement - Yes = Solution Design Gap (SDG) / No – change* |  | | *Is the IA is already in design scope (Covered by existing FS/CRD/BPDD/Arch design doc)* |  | | *Is there is a confirmed industry requirement for the change* |  | | *Is the scope of the IA already covered by an approved ‘position’ for an industry change – E.g. A change allocated to a future release* |  | | *Does this change contravene Agency Contractual obligations and is not supported by the required governance (E.g Modifications)* |  | | *The IA is judged to be a defect rather than a Change* |  | | *Does the increased risk profile outweigh the benefits of delivery* |  | | *Is the IA judged to be deliverable within current release timescales (Recommendation to defer to future release)* |  | | *Does the IA contravene a confirmed Programme scope ‘position’ E.g. Agreement that no more industry Changes will be accepted into the current release* |  | | *Has the Commercial team confirmed and approved.* |  | | *OUTCOME* | *Proceed as Change / Proceed as SDG / Reject / Escalate* | |
| Date Accepted/Rejected: | *(Please state date DD/MM/YY)* |

*.*

## Impact Assessment Response Form

A following section is to be completed by the impact assessors to whom the UK Link (or Portfolio) Programme Management Office has distributed the IA to.



**Section 3: To be completed by the impact assessors:**

|  |  |
| --- | --- |
| UK Link Programme – Impact Assessment Response Form | |
| Team Area Responding: | *Joint review group or other work stream* |
| Planned Impact Analysis Completion Date: | *(10 day SLA in place)* |
| Impact Analysis Completion Date: |  |
| Impact Analysis  Summary: |  |
| Artefacts/Modules Impacted: |  |
| Costs: | *(Please provide a breakdown of the costs in the table below)*   |  |  | | --- | --- | | *Hardware (£)* |  | | *Software (£)* |  | | *Programme (£)* |  | |
| Resource Requirements: |  |
| Schedule Impacts: |  |
| Contract / Schedules Impacted: | *(Please attach the changed schedules)* |
| Other Workstream / Delivery Towers Impacted: |  |
| Benefits Impacted: |  |
| Proposed Implementation Date: |  |
| Risks/Issues/Dependencies: |  |
| Regression Testing Recommendation/Details: |  |

## Impact Assessment Approvals Form

A following section is to be completed by the programme/portfolio approvers as well as the Wipro and impacted Xoserve delivery leads.



**Section 4: Completed by Impact Assessment Approvals**

|  |  |
| --- | --- |
| UK Link Programme – Change Request Approvals Form | |
| Accepted (Yes/No / Deferred for Future Release): |  |
| If deferred, at what stage of the process was this decision made? |  |
| Rejected | *(Please state reason for rejection from the options below)*   * *No impact to Uk Link* * *Invalid CR - Already in Scope* * *Covered by another CR* * *Deferred to future release* * *Referral to CRB* * *Other – Please describe* |

|  |  |  |
| --- | --- | --- |
| Date Approval (Accepted/Rejected): | *(Please state date DD/MM/YY)* | |
| Programme Director Approver(s): | Name |  |
| Title |  |
| Date |  |
| Signature |  |

|  |  |  |
| --- | --- | --- |
| Planned Delivery Date: |  | |
| Agreed Contractual Amendments: |  | |
| Delivery Lead Agreement (Xoserve): | Name |  |
| Title |  |
| Date |  |
| Signature |  |
| Delivery Lead Agreement (Wipro): | Name |  |
| Title |  |
| Date |  |
| Signature |  |

## 1.4Changes to deliver Impact Assessment

A following section is to be completed by the development team supplying the changes noting all changes made to implement this Impact Assessment.



**Section 5: Completed by Development Team**

|  |  |
| --- | --- |
| UK Link Programme – Changes to deliver Impact Assessment Form | |
| Application Changes | *(list all changes made in applications)* |
| Infrastructure Changes | *(list all changes made in applications)* |
| Configuration Changes | *(list all changes made in applications)* |
| Approved By | *(managers approval of above information)* |

## 1.5 System Integration Testing to deliver Impact Assessment

A following section is to be completed by the SIT team showing the testing that has been carried out to ensure the change works as required.



**Section 6: Completed by SIT Team**

|  |  |
| --- | --- |
| UK Link Programme – Form | |
| Testing Executed | *(reference to HPQC or other documents detailing the testing)* |
| Any areas unable to test | *(list any areas unable to test due to constrates of the environment)* |
| Approved By | *(managers approval of above information)* |

## User Acceptance Testing to deliver Impact Assessment

A following section is to be completed by the UAT team showing the process affected, the regression testing and user acceptance testing to be preformed



**Section 6: Completed by UAT Team**

|  |  |
| --- | --- |
| UK Link Programme | |
| Processes Impacted | *(processes impacted and description of impact)* |
| User Acceptance Testing | *(user acceptance testing for the full CR)* |
| Regression Testing | *(regression testing for the full CR)* |
| Approved By | *(managers approval of above information)* |