DSC Business Evaluation Report (BER)



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| **Change Title** |  |
| **Xoserve reference number (XRN)** |  |
| **Xoserve Project Manager** |  |
| **Email address** |  |
| **Contact number** |  |
| **Target Change Management Committee date** |  |
| **Section 1: In Scope** |
| *Please provide a detailed description of what is in scope of this delivery. In project management, scope is the set of boundaries that define the extent of a project. The scope describes what is to be delivered to the customer as a result of the project initiative. These deliverables are derived from a project's requirements.* |
| **Section 2: Out of Scope** |
| *Please provide details of any deliverables which are out of scope. If an activity falls outside the boundaries, it is considered “out of scope” and is not planned for.* |
| **Section 3: Funding required to deliver the change** |
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| **Gas Industry Participant** | **% Share of Cost** | **Cost Value** |
| **Shippers** |  |  |
| **iGT’s** |  |  |
| **DNO’s** |  |  |
| **Transmission** |  |  |
| **DN & iGT** |  |  |
| **Total Cost** |  |  |

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| **Section 4: Estimated impact of the service change on service charges** |
| *Please detail any projected increase or decrease in cost to any of Xoserve’s service areas, and within them any service lines, as a result of this change.*

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| **Xoserve Service Area** | **Xoserve Service Line** | **(+/-) Projected Change in Annual Cost** |
| *e.g. Manage Supply Point Registration* | *e.g.DS-CSSA1 – 01* | *+ £1000* |

*In addition, detail any change in functionality of the Xoserve service areas/service lines associated with this change. Use the following link as a reference to the Xoserve service areas:*[Service Description Table](https://www.gasgovernance.co.uk/sites/default/files/ggf/page/2018-02/Service%20Description%20Table%20V4%20live%20clean%20for%20publication%2016%20Feb%202018.xlsx) |
| **Section 5: Project plan for delivery of the change** |
| *Please insert a high-level plan for the delivery of the change.* |
| **Section 6: Additional information relevant to the proposed service change** |
| *Please advise of any:**Constraints (any restriction that defines the project’s limitations)**Risks (any events that, should they occur, will have an effect on achieving the project’s objectives)**Issues (any problems which have already occurred and either have a positive or negative effect on the project’s ability to meet its objectives)**Assumptions (any statements that are taken as being true for the purposes of planning, but are subject to change)**Please indicate if any of the above will have external involvement. Who will be involved? When will they be involved, and how?* |

**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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| **Version** | **Status** | **Date** | **Author(s)** | **Summary of Changes** |
| 1.0 | Approved | 15/06/18 | Rebecca Perkins | Document approved at CHMC External Workgroup |
| 2.0 | Approved | 19/12/18 | Heather Spensley | Moved onto Xoserve’s new Word template in line with new branding |