DSC Change Completion Report (CCR)



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| --- | --- |
| **Change Title** |  |
| **Change reference number (XRN)** |  |
| **Xoserve Project Manager**  |  |
| **Email address** |  |
| **Contact number** |  |
| **Target Change Management Committee date** |  |
| **Date of Solution Implementation** |  |
| **Section 1: Overview of Change Delivery** |
| * *Please advise if the change was delivered to the agreed scope and within the requested timescales*
* *Provide a summary of any modifications made to UK Link, Gemini, EFT, SD Plus, DE, CMS, IP, CSEPs, IX, B2B and/or DCC*
* *Please provide details of any changes made to the service charges (RTB Costs). Make a comparison with section 4 of the BER, and populate the following table:*

|  |  |  |  |
| --- | --- | --- | --- |
| **Xoserve Service Area** | **Xoserve Service Line** | **(+/-) Projected Change in Annual Cost** | **(+/-)Actual Change in Annual Cost**  |
| e.g. Manage Supply Point Registration | e.g.DS-CSSA1 – 01 | + £1000 | + £1200 |

* *Please provide details of any outstanding actions involving external parties to be completed following implementation (eg: outstanding defects)*
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| **Section 2: Confirmed Funding Arrangements** |
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|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Gas Industry Participant** | **BER Share of Cost** | **Actual Share of Cost** | **BER Cost Value** | **Actual Cost Value** |
| **Shippers** |  |  |  |  |
| **IGTs** |  |  |  |  |
| **DNOs** |  |  |  |  |
| **Transmission** |  |  |  |  |
| **DN’s & IGT** |  |  |  |  |

*Please include any reasons for variation from Business Evaluation Report share of cost:* |
| **Section 3: Provide a summary of any agreed scope changes** |
| *Please summarise any official decisions to either expand or reduce the project’s functionality. Such changes can be associated with the project’s cost, budget, timescales, quality criteria and the functionality of the product or service which was delivered by the project.*  |
| **Section 4: Detail any changes to the Xoserve Service Description** |
| *Please describe any changes to the definition of the specific Xoserve service areas, and within them the service lines, which are associated with the project. 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: Provide details of any revisions to the text of the UK Link Manual** |
| *Where there are changes please insert the revised text of the UK Link manual or if there were no changes please state that this is the case in this section.*  |
| **Section 6: Lessons Learnt** |
| *Lessons learned or lessons learnt are experiences distilled from a project that should be actively taken into account in future projects. Please insert the top 3 key learnings from the delivery of this change.* |

**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** |
| 2.0 | Approved | 17/07/18 | Rebecca Perkins | Template approved at ChMC on 11th July |
| 3.0 | Approved | 19/12/18 | Heather Spensley | Moved onto Xoserve’s new Word template in line with new branding |