

## Change Proposal – F40/01

CP No: 1075

*Version No: 1.0*

**Title:** CLARIFICATION OF THE DIFFERENT TYPES STAKEHOLDER INPUT INTO THE CHANGE MANAGEMENT PROCEDURES

### **Description of Problem/Issue**

During the lifecycle of a proposed change, BSCCo requests feedback from stakeholders on a number of occasions – through ‘Initial CP Impact Assessment’, through ‘BRS Impact assessment’ and through ‘Document Review’. These activities are not clearly defined or distinguished from each other in the BSCP “Change Management”. Instead the generic term “Impact Assessment” is use interchangeably to describe the three distinct activities.

### **Proposed Solution(s)**

The nature and requirements of these three distinct activities should be clearly defined and differentiated from each other in BSCP 40. The following definitions are proposed:

- “Initial CP Impact Assessment”:- stakeholder assessment of a CP in terms of the suitability of the solution, the lead time required and an opinion as to whether or not the change should be made.
- “BRS Impact Assessment”:- stakeholder assessment of a release BRS in terms of the impact on the recipients systems and processes, the cost and lead time of making the change.
- “Document Review:” – stakeholder review of a document with red-lines to represent approved changes (this takes place after the BRS has been approved if and only if full red-lined changes were not made available in that BRS).

### **Justification for Change**

Clear definitions of each of these activities would help market participants (especially new entrants) understand the change management procedure and the opportunities available to them to participate in it.

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<p><b>Configurable Items Potentially Affected by Proposed Solution(s)</b></p> <p>BSCP 40 "Change Management" would need to be amended along the following lines:</p> <ul style="list-style-type: none"> <li>(a) remove existing definition of "Impact Assessment" from Section 2.2 'List of Definitions';</li> <li>(b) add definitions for "Initial CP Impact Assessment", "BRS Impact Assessment" and "Document Review" to 2.2 'List of Definitions';</li> <li>(c) In Section 3.2 'Impact Assessment', replace each instance of the term 'Impact Assessment' with 'Initial CP Impact Assessment';</li> <li>(d) In section 3.3 "Assessment of Release Strategy and Notification Details", replace each instance of the term 'Impact Assessment' with 'BRS Impact Assessment'; and</li> <li>(e) Add a "Document Review" step to the process detailed under Section 3.4 "Implementation of Changes to Configurable Items".</li> </ul> <p>(NB: The 'Impact Assessment Form' (40/03) contained in BSCP 40 may need to be changed (e.g. divided into two documents one for initial assessment and one for the assessment of BRSs).)</p>	
<p><b>Impact on Core Industry Documents</b></p> <p>None</p>	
<p><b>Related Changes and/or Projects</b></p> <p>None</p>	
<p><b>Requested Implementation Date</b></p> <p>In the next available scheduled release – preferably February 2005.</p> <p><b>Reason:</b> document change only</p>	
<p><b>Agreed Release/Implementation Date</b> <i>(mandatory by BSCCo)</i></p> <p><i>February 2005</i></p>	
<p><b>Originator's Details:</b></p> <p><b>BCA Name:</b></p> <p><b>Organisation:</b> <i>ELEXON Ltd.</i></p> <p><b>Email Address:</b></p> <p><b>Date:</b> <i>10 August 2004</i></p>	

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Attachments: N