Change Request Form

Change Request details

For guidance on how to complete this document please see the supporting Change Request guidance document

Change Request details		
Change Request Title	Programme proposal to update TMAG ToR in the MHHS Governance Framework	
Change Request Number	CR004	
Originating Advisory / Working Group	TAG – Testing Advisory Group	
Risk/issue reference		
Change Raiser	Miles Winter, MHHS IM PMO	Date raised:	23/03/22

Part A – Description of proposed change

Guidance – *This section should be completed by the Change Raiser when raising the Change Request.*

Part A – Description of proposed change
Issue statement: *(what is the issue that needs to be resolved by the change)* The Testing Advisory Group (TAG) is incorporating Migration into its remit, to become the Testing and Migration Advisory Group (TMAG). The TAG has approved a new set of TMAG Terms of Reference for the governance goup. This requires a consequent update to the MHHS Programme Governance Framework.
Description of change: *(what is the change you are proposing)* Update the MHHS Governance Framework to add the new TMAG Terms of Reference, as approved by the TAG, and retain the TAG Terms of Reference for use later when the TMAG splits into the TAG and a new Level 3 Migration Advisory Group.
Justification for change: *(please attach any evidence to support your justification)* The formal approval of the Testing and Migration Advisory Group terms of reference must be reflected in the MHHS Governance Framework so that the Framework accurately defines MHHS Programme governance arrangements and Programme Participants can transparently see the agreed purpose of each group. The Programme Steering Group agreed that TMAG should be formed in accordance with the Governance Framework changes approved in the March 2nd PSG meeting. Learnings from FSP suggest migration and testing are closely linked and require close collaboration. Including migration in TAG prevents siloed working. The detail of migration (e.g., migration strategy) will be led by migration experts through the migration working group (MWG) at Level 4 and not in the TMAG. MWG is forecast to be mobilised in April. As a decision-making group, TMAG will be there for decision-making and approval of deliverables. MWG will be where the bulk of migration matters are discussed and deliverables developed, to be raised to TMAG for approval. There has been agreement for two ways in which migration experts can join the TMAG, if constituent reps believe this would be beneficial (and by agreement of the TMAG chair): as an alternate or as an additional attendee (but with only one rep contributing to any particular agenda item from one constituency). Combining testing and migration prevents the addition of another governance group and keeps MHHS governance streamlined/less complex.
Consequences of no change: *(what is the consequence of no change)* The MHHS Governance Framework will not accurately reflect the decisions of PSG without including the Terms of Reference for the Testing and Migration Advisory Group. Programme participants will not be able to transparently see and understand what the group is for. If the Change is rejected, this compromises the effectiveness of PSG as the Level 2 decision-making body.
Target date by which a decision is required:	

Part B – Initial Impact of proposed change

Guidance – this section should be completed by the Change Raiser before being submitted to the MHHS PMO.

Guidance – Please document the benefits of the change and to delivery of the programme objectives

What benefits does the change bring
(list the benefits of the change and how this improves the business case)
Delivers the decision of the PSG into formal governance.
Brings migration under the existing TAG governance group, enabling the programme to have better oversight of the progression of migration. Given the close alignment to testing, bringing migration into TAG to create TMAG supports close collaboration.
By formally approving the Testing and Migration Advisory Group terms of reference and reflecting this in the MHHS Governance Framework, this ensures the Framework accurately defines MHHS Programme governance arrangements and Programme Participants can transparently see the agreed purpose of each group.

Programme Objective	Benefit to delivery of the programme objective
To deliver the Design Working Group's Target Operating Model (TOM) covering the 'Meter to Bank' process for all Supplier Volume Allocation Settlement meters	Delivered to higher standard than if the Programme doesn't update the TMAG ToR in the MHHS Governance Framework.
To deliver services to support the revised Settlement Timetable in line with the Design Working Group's recommendation	This Change Request does not impact the revised Settlement Timetable.
To implement all related Code changes identified under Ofgem's Significant Code Review (SCR)	This Change Request does not impact the Code changes.
To implement MHHS in accordance with the MHHS Implementation Timetable	This Change Request does not impact the final delivery date for MHHS.
To deliver programme capabilities and outcomes to enable the realisation of benefits in compliance with Ofgem's Full Business Case	Delivered to higher standard than if the Programme doesn't update the TMAG ToR in the MHHS Governance Framework.
To prove and provide a model for future such industry-led change programmes	This Change Request applies learnings from FSP to foster greater collaboration between migration and testing and to appropriately amend the Governance Framework.

Guidance – Please document the known programme parties and programme deliverables that may be impacted by the proposed change

Impacted areas	Impacted items
Impacted Parties	All Programme Parties participating in TMAG and associated governance groups.
Impacted Deliverables	Updated Governance Framework
Impacted Milestones	N/a

Initial assessment			
Necessity of change	3 – Potentially Important	Expected lead time	1 - <5 working days
Rationale of change	Programme	Expected implementation window	1 - Imminent
Expected change impact	Very Low		

Part C – Summary of impact assessment and recommendation

Guidance – *This section should be completed by the Change Raiser. Note, this is before impacted parties complete a full Impact Assessment.*

Part C – Summary of impact assessment and recommendation (complete as appropriate)
Effect on benefits Positively impacted as outputs of TMAG are likely to be better than if migration and testing were separate. *Impact Assessment respondents to review and respond to content provided by the Change Raiser. Impact Assessment respondents to identify and describe any further impacts, quantifying where possible.*
Effect on consumers Positively impacted as outputs of TMAG are likely to be better than if migration and testing were separate. *Impact Assessment respondents to review and respond to content provided by the Change Raiser. Impact Assessment respondents to identify and describe any further impacts, quantifying where possible.*
Effect on schedule n/a *Impact Assessment respondents to review and respond to content provided by the Change Raiser. Impact Assessment respondents to identify and describe any further impacts, quantifying where possible*
Effect on costs n/a *Impact Assessment respondents to review and respond to content provided by the Change Raiser. Impact Assessment respondents to identify and describe any further impacts, quantifying where possible. Specific costs may be identified as confidential where necessary and aggregated by the MHHS Programme.*
Effect on resources Reduces number of resources needed by the Programme and Programme Parties versus standing up a separate Migration Advisory Group *Impact Assessment respondents to review and respond to content provided by the Change Raiser. Impact Assessment respondents to identify and describe any further impacts, quantifying (e.g., resource type, duration, skills) where possible.*
Effect on contract n/a *Impact Assessment respondents to review and respond to content provided by the Change Raiser. Impact Assessment respondents to identify and describe any further impacts, quantifying where possible.*
Risks n/a *Impact Assessment respondents to review and respond to content provided by the Change Raiser. Impact Assessment respondents to identify and describe any further risks.*
Recommendation It is recommended the change is **approved**. *Impact Assessment respondents to state whether they agree or disagree with this change. Impact Assessment respondents to provide supporting evidence to justify their reasoning.*

Impact assessment done by:

Guidance*: The approvals section will be completed by the MHHS PMO once the Impact Assessment has been reviewed.*

Approvals (to be completed by MHHS PMO)
MHHS Change Board – housekeeping change

Part D – Change decision

Guidance - *This section will be completed by the MHHS PMO following the review of the impact assessment and decision reached by the SRO.*

<table>
<tr><td colspan="4" align="center">Part D – Change decision</td></tr>
<tr><td>Decision:</td><td>Change approved</td><td>Date</td><td>24 March 2022</td></tr>
<tr><td>Approvers:</td><td colspan="3">MHHS Change Board</td></tr>
<tr><td>Change Owner:</td><td colspan="3">Miles Winter</td></tr>
<tr><td>Action:</td><td colspan="3">A1. TMAG Terms of Reference to be reflected in MHHS Programme Governance Framework.</td></tr>
<tr><td align="center">Changed Items</td><td align="center">Pre-change version</td><td colspan="2" align="center">Revised version</td></tr>
<tr><td>A1</td><td>MHHS Governance Framework v2.4</td><td colspan="2">MHHS Governance Framework v2.5</td></tr>
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Part E – Implementation completion

***Guidance** - This section will be completed by the MHHS PMO at the end of the post-implementation process.*

Part E – Implementation completion			
Comment	MHHS Governance Framework updated	Date	10 May 2022

***Guidance** – This section will be completed by the MHHS PMO at the end of the post-implementation process and should be used to add any appropriate references of the change once it has been completed.*

References		
Ref	**Document number**	**Description**
MHHS DEL030	MHHS Governance Framework v2.5	This paper sets out the MHHS Programme governance structure