



MHHS  
PROGRAMME

Industry-led, Elexon facilitated

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# SIT Advisory Group (SITAG) #1.1 Extraordinary 01 March 2024

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Version 2.0

MHHS-DEL2332

Document Classification: Public

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## Agenda

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#	Item	Objective	Type	Lead	Time	Page
1	<b>Welcome</b>			Chair	13:00-13:05 <i>5 mins</i>	1
2	<b>Work-Off Plans</b>	Overview of work-off plans and progress	Information	Programme (Lee Cox)	13:05-13:25 <i>20 mins</i>	3
3	<b>T3 Milestones</b>	Formal notification of completion of Tier 3 milestones relating to SIT Functional preparation and any work-off items	Information	Programme (Adrian Page)	13:25-13:35 <i>10 mins</i>	4
4	<b>Recommendation on approval of milestone T2-TE-0550</b>	Recommendation on approval of milestone T2-TE-0550 (SIT Functional Testing Preparation Complete)	Decision	Programme (Lee Cox & Keith Clark)	13:35-13:55 <i>20 mins</i>	7
5	<b>Summary and Next Steps</b>	Summarise decisions, actions, and next steps	Information	Secretariat	13:55-14:00 <i>5 mins</i>	13
	<b>Attachments</b>	Attachment 1 – MHHS-DEL2257 CIT SI Test Completion Report v0.6 [DRAFT] Attachment 2 – MHHS-DEL2266 SI Overarching SIT Functional Readiness Report v0.3 [DRAFT]				

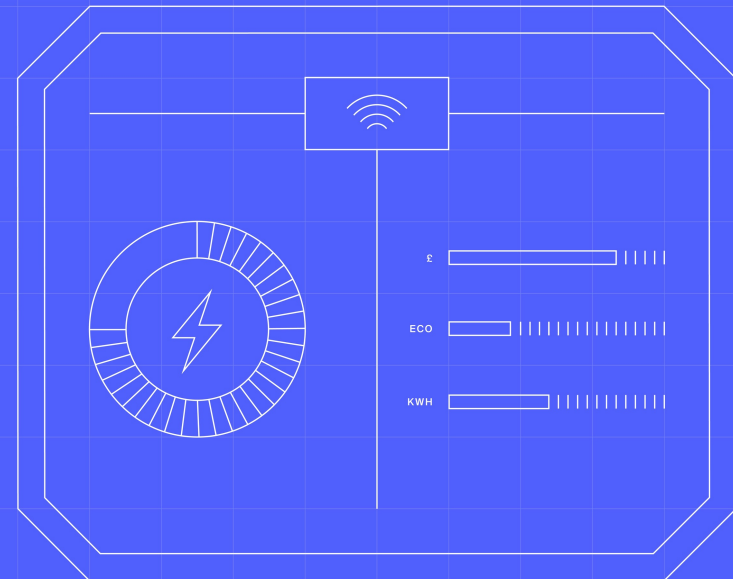
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# Work-Off Plans

**INFORMATION:** Overview of work-off plans and progress

*Programme (Lee Cox)*

*20 mins*



## SIT Functional Cycle 1 Programme Readiness (as of 29-Feb-24)

Readiness Item	Forecast	Central PPs	Cohort A	Cohort B	Cohort C	Cohort E	Cohort F	Cohort G	Cohort H	Cohort J
SIT F PIT Approaches and Plans Complete	Complete	All Feedback provided	All Feedback provided	All Feedback provided	All Feedback provided	All Feedback provided	All Feedback provided	All Feedback provided	All Feedback provided	All Feedback provided
SIT F PIT Requirements to Test Traceability Matrixes Complete	22-Feb	All Feedback provided	All Feedback provided	All Feedback provided	All Feedback provided	All Feedback provided	All Feedback provided	All Feedback provided	All Feedback provided	All Feedback provided
SIT F PIT Test Scenarios Complete	28-Feb	All Feedback provided	All Feedback provided	All Feedback provided	All Feedback provided	All Feedback provided	All Feedback provided	All Feedback provided	All Feedback provided	All Feedback provided
SIT F PIT Execution Complete	08-Mar	FTC 08-Mar	FTC 08-Mar	FTC 08-Mar	Complete	FTC 08-Mar	FTC 05-Mar	FTC 08-Mar	FTC 05-Mar	FTC 01-Mar
Final SIT F PIT Completion Report Complete	09-Feb	5/6 Received	All Received (Data Incomplete)	2/5 Received	Complete	2/3 Received	2/3 Received	3/4 Received	1/4 Received	3/4 Received
PIT Completion Status	16-Feb	3/6 Complete	1/4 Complete 3/4 In Work Off		Complete	2/3 Complete	2/3 Complete	3/4 Complete	1/2 Complete	1/4 Complete
Transmit initial data sets to PPs	31-Jan									
Cycle 1 Test execution ordering published	09-Feb									
PP Issues CIT PP Test Completion Report	13-Feb	All Received	All Received	All Received	All Received	All Received	All Received	All Received	All Received	All Received
PP Issues SIT F Test Readiness Report	14-Feb	All Received	All Received	All Received	All Received	All Received	All Received	All Received	All Received	All Received
Participants have confirmed they have resources in place	14-Feb	All Confirmed	All Confirmed	All Confirmed	All Confirmed	All Confirmed	All Confirmed	All Confirmed	All Confirmed	All Confirmed
SIT F Teams Channels Set Up	13-Feb	All channels set up, PPs will be added when we have been notified of their named resources in the SIT Functional Readiness Reports								
PP SIT F Test Readiness Reports Assured by SI	16-Feb	PIT Work Off Noted	PIT Work Off Noted	PIT Work Off Noted		PIT Work Off Noted	PIT Work Off Noted	PIT Work Off Noted	PIT Work Off Noted	PIT Work Off Noted
DITL Part 1 Sessions	21-Feb									
SI Issues Overarching CIT Completion Report	23-Feb	Report Issued								
SI Issues Overarching SITF Test Readiness Report	23-Feb	Report Issued								
Test Management Tool Users Set up	23-Feb									
Test MI has been set up	26-Feb	Test MI data model in place and sample reports review ongoing with SRO, FTC agreement of final report formats by 07-Mar.								
Intra-Cohort, DTN & CSS Connectivity Completed (If Required)	01-Mar									
MHHS code deployed to SIT PPs' environments	01-Mar	<b>Please Note</b> - Participants have been asked to provide a self-declaration on the completion status for these items by 29-Feb (via email)								
PPs' confirmation that data is ready for SIT F	01-Mar									
Test and Defect Meetings Scheduled with PPs	07-Mar									
Day In The Life Sessions	07-Mar									
PP verifies that tests have been allocated correctly	08-Mar									
Test Management Tool Training Complete	08-Mar									
Tests loaded in ADO	08-Mar									

**For documentation:**

- Documents reviewed; remaining feedback not yet sent
- All Documents received, reviews in progress
- Not all documents received
- FTC Forecast To Complete – Latest Date within Group



Document Classification: Restricted – document to be shared with FTIG members only

## Summary: Work-off Plans and T2-TE-0550 position

Milestone ID	Milestone Title	RAG	Status
T3-DB-0087	All SIT Functional PIT Completion Reports submitted to Programme for Assurance	Green	<i>Propose that SITAG approves on 01-Mar subject to work-off plans.</i> 28 of 36 reports received. 5 remaining reports promised by or before 08-Mar, and 3 will be provided later than 11-Mar by agreement with the programme. Work-off plan will be shared with FTIG and SITAG. See also T3-DB-0142.
T3-DB-0142	All SIT Functional PIT Completion Reports MHHS Review Completed	Green	<i>Propose that SITAG approves on 01-Mar subject to work-off plans.</i> Reviews ongoing, feedback being provided. Completion dictated by provision of remaining reports and associated work-off plan. See T3-DB-0087.
T3-TE-0103	SIT Functional Connectivity Proving Complete	Green	<i>Propose that SITAG approves on 01-Mar subject to work-off plans.</i> PPs have been informed of the requirement, reminder notifications have been issued. Work-off plan (for FTIG & SITAG review) with expected manageable impact to SIT start.
T3-TE-0079	Cycle 1 – PPs' confirmation that test data is ready for SIT Functional	Green	<i>Propose that SITAG approves on 01-Mar subject to work-off plans.</i> On track: All cohort PP's to load data by 01-Mar-24. Work-off plan (for FTIG SITAG review) with expected manageable impact to SIT start.
T2-TE-0550	SIT Functional Testing Preparation Complete	Green	<i>Propose that SITAG approves on 01-Mar subject to work-off plans.</i> FTIG to be asked to recommend SITAG approval on 01-Mar, such approval to also be based on SIT Functional Readiness report (draft) published on 23-Feb-24 and updated version published on 29-Feb-24, and subject to work-off plans to be progressed ahead of SIT start.

For SITAG to approve T2-TE-0550 (subject to work-off plans)			
Milestone Criteria for SI and work-off plan specifics		Milestone Criteria for PPs and work-off plan specifics	
<b>SIT Functional Approaches assured</b>	Complete	<b>All PIT artefacts submitted and reviewed</b>	All A&Ps, RTTMs and test scenarios received and assured. 28 of 36 reports received. 5 remaining reports promised by or before 08-Mar, and 3 will be provided later than 11-Mar by agreement with the programme
<b>Delivery plans assured</b>	Complete	<b>Environments in place</b>	12 self declarations received; remainder due 29-Feb-24
<b>PPs' PIT assured (IR5)</b>	28 of 36 reports received. 5 remaining reports promised by or before 08-Mar, and 3 will be provided later than 11-Mar by agreement with the programme Of those received 17 assured and 11 awaiting further updates	<b>Test data in place</b>	12 self declarations received; remainder due 29-Feb-24
<b>Test tools in place / primed</b>	ADO in place and test script load in progress due to complete 04-Mar-24.	<b>PKI certificates in place</b>	Complete`
<b>FTIG recommendation</b>	To be decided at FTIG on 01-Mar-24	<b>Defect management understood</b>	Document has been uplifted and is being published on CB by 04-Mar. Process socialised at DITL sessions and covered in ADO training w/c 04-Mar
<b>Resources in place and trained on ways of working</b>			Cohort meetings conducted w/c 12-Feb & 19-Feb. Final DITL sessions scheduled for w/c 04-Mar LDP test team confirmed
<b>Readiness forecast SIT Functional Cycle 2 is satisfactory</b>			Yes. SIT Func theme 8 test scenarios & test cases approved Feb SITAG
<b>MVC (including coverage of pairing) is in place</b>			Confirmed

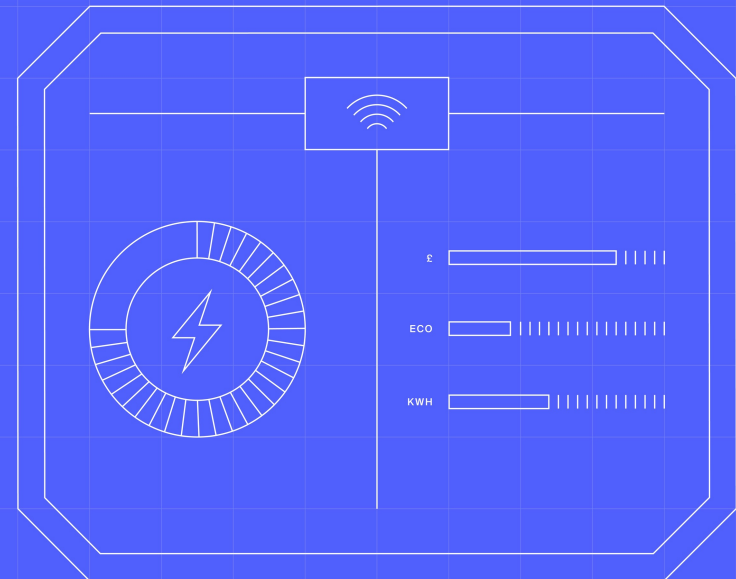


# T3 Milestones

**INFORMATION:** Formal notification of completion of Tier 3 milestones relating to SIT Functional preparation and any work-off items

*Programme (Adrian Page)*

*20 mins*



## SITF Preparation: Milestones, statuses & work-off plans (as of 29-Feb-24)

Milestone ID	Milestone Title	Baseline Date	Forecast Date	Responsible	RAG	Commentary including any expected work-off
T3-DB-0089	SIT Functional PIT test scenarios submitted to Programme for assurance	Thu 07/12/23	Thu 07/12/23	PP		Complete (subject to formal SITAG sign-off on 01-Mar).
T3-DB-0091	SIT Functional PIT RTTM submitted to Programme for assurance	Thu 07/12/23	Thu 07/12/23	PP		Complete (subject to formal SITAG sign-off on 01-Mar).
T3-DB-0023	PP PIT Completion Report (excl. Migration/Reverse Migration) submitted to Programme for assurance CIT Interval 6	Fri 05/01/24	Fri 05/01/24	PP		Complete (subject to formal SITAG sign-off on 01-Mar).
T3-DB-0180	All UMSO PIT (CIT interval 6) Completion Reports submitted to Programme for assurance	Fri 05/01/24	Fri 05/01/24	PP		Complete (subject to formal SITAG sign-off on 01-Mar).
T3-DB-0141	All SIT Functional Test scenarios' MHHS Reviews Completed	Thu 18/01/24	Thu 18/01/24	SI Test		Complete (subject to formal SITAG sign-off on 01-Mar).
T3-DB-0140	All SIT Functional RTTMs MHHS Reviews Completed	Thu 18/01/24	Thu 18/01/24	SI Test		Complete (subject to formal SITAG sign-off on 01-Mar).
T3-DB-0181	All UMSO PIT (CIT interval 6) Completion Reports MHHS Review Completed	Fri 19/01/24	Fri 19/01/24	SI Test		Complete (subject to formal SITAG sign-off on 01-Mar).
T3-DB-0087	All SIT Functional PIT Completion Reports submitted to Programme for Assurance	Fri 09/02/24	Fri 09/02/24	PP		<i>Propose that SITAG approves on 01-Mar subject to work-off plans.</i> 28 of 36 reports received. 5 remaining reports promised by or before 08-Mar, and 3 will be provided later than 11-Mar by agreement with the programme. Work-off plan will be shared with FTIG and SITAG. See also T3-DB-0142.
T3-DB-0179	All UMSO Test scenarios' MHHS Review Completed	Thu 30/11/23	Thu 20/02/24	SI Test		Complete (subject to formal SITAG sign-off on 01-Mar).
T3-DB-0139	All SIT Functional Test approach and plans MHHS Reviews Completed	Thu 11/01/24	Wed 21/02/24	SI Test		Approved at SITAG on 21-Feb-24.

## SITF Preparation: Milestones, statuses & work-off plans (as of 29-Feb-24)

Milestone ID	Milestone Title	Baseline Date	Forecast Date	Responsible	RAG	Commentary including any expected work-off
T3-TE-0107	SIT Functional Testing Test scenarios (theme 8) approved	Wed 21/02/24	Wed 21/02/24	SI Test		Approved at SITAG 21-Feb-24.
T3-TE-0109	SIT Functional Testing Test cases (theme 8) approved	Wed 21/02/24	Wed 21/02/24	SI Test		Approved at SITAG 21-Feb-24.
T3-TE-0032	SIT Component Integration Testing End (including confirmation that PPs have submitted their Test Completion Reports to Programme for assurance)	Fri 23/02/24	Fri 23/02/24	SI Test		Complete ( <i>subject to formal SITAG sign-off on 01-Mar</i> ).
T3-DB-0142	All SIT Functional PIT Completion Reports MHHS Review Completed	Fri 23/02/24	Fri 23/02/24	SI Test		<i>Propose that SITAG approves on 01-Mar subject to work-off plans.</i> Reviews ongoing 17 assured and 11 awaiting further updates, feedback being provided. Completion dictated by provision of remaining reports and associated work-off plan. See T3-DB-0087.
T3-TE-0103	SIT Functional Connectivity Proving Complete	Fri 01/03/24	Fri 01/03/24	SI Test		<i>Propose that SITAG approves on 01-Mar subject to work-off plans.</i> PPs have been informed of the requirement, reminder notifications have been issued. Work-off plan (for FTIG & SITAG review) with expected manageable impact to SIT start.
T3-TE-0079	Cycle 1 – PPs' confirmation that test data is ready for SIT Functional	Fri 01/03/24	Fri 01/03/24	SI Test Data		<i>Propose that SITAG approves on 01-Mar subject to work-off plans.</i> On track: All cohort PP's to load data by 01-Mar-24. Work-off plan (for FTIG SITAG review) with expected manageable impact to SIT start.
T2-TE-0550	SIT Functional Testing Preparation Complete	Fri 01/03/24	Fri 01/03/24	SI Test		<i>Propose that SITAG approves on 01-Mar subject to work-off plans.</i> FTIG to be asked to recommend SITAG approval on 01-Mar, such approval to also be based on SIT Functional Readiness report (draft) published on 23-Feb-24 and updated version published on 29-Feb-24, and subject to work-off plans to be progressed ahead of SIT start.
T2-TE-0600	SIT Component Integration Testing Test Completion Report Approved	Fri 08/03/24	Mon 11/03/24	SI Test		<i>SITAG will be asked to approve this milestone on 11-Mar.</i> Included in SITAG papers (published 23-Feb-24).
T3-TE-0034	SIT Functional Testing Start	Mon 11/03/24	Mon 11/03/24	SI Test		<i>SITAG will be asked to approve this milestone on 11-Mar.</i> FTIG to be asked to recommend SITAG approval on 11-Mar, dependent on previous T2-TE-0550 approval, satisfactory progression of any related work-off plans and the expected lack of any material blockers.

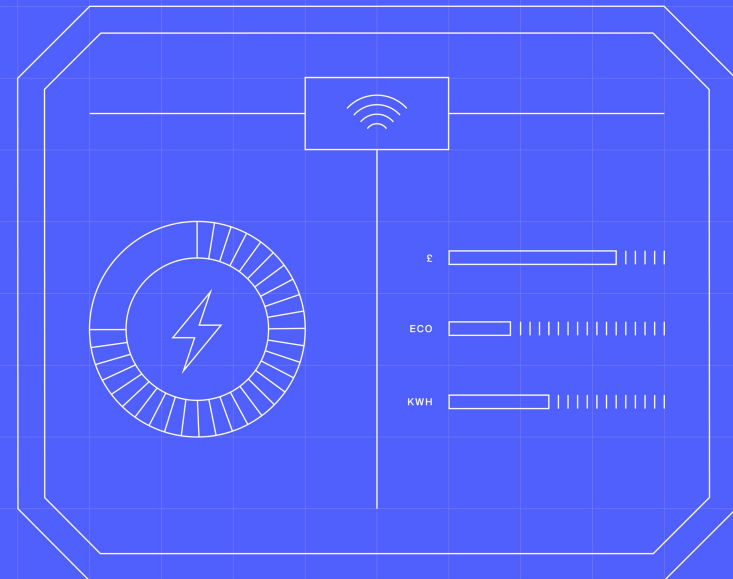


# Recommendation on approval of milestone T2-TE-0550

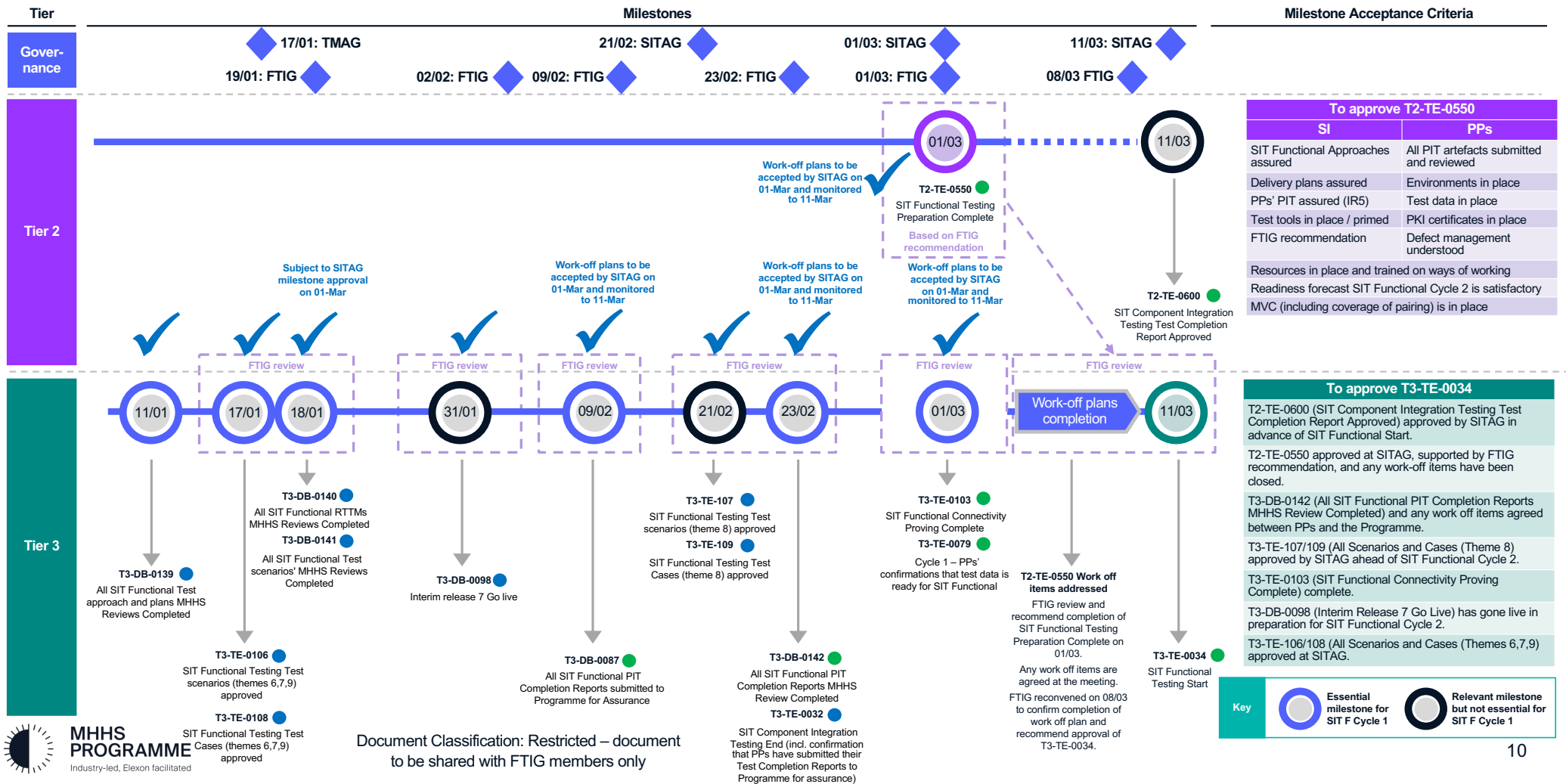
**DECISION:** Recommendation on approval of milestone T2-TE-0550 (SIT Functional Testing Preparation Complete)

Programme (Lee Cox & Keith Clark)

*20 mins*



# Overview of SIT Functional Decision Choreography and Recommended Decision-Making Progression



## Summary: Work-off Plans and T2-TE-0550 position

Milestone ID	Milestone Title	RAG	Status
T3-DB-0087	All SIT Functional PIT Completion Reports submitted to Programme for Assurance	Green	<i>Propose that SITAG approves on 01-Mar subject to work-off plans.</i> 28 of 36 reports received. 5 remaining reports promised by or before 08-Mar, and 3 will be provided later than 11-Mar by agreement with the programme. Work-off plan will be shared with FTIG and SITAG. See also T3-DB-0142.
T3-DB-0142	All SIT Functional PIT Completion Reports MHHS Review Completed	Green	<i>Propose that SITAG approves on 01-Mar subject to work-off plans.</i> Reviews ongoing, feedback being provided. Completion dictated by provision of remaining reports and associated work-off plan. See T3-DB-0087.
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T3-TE-0079	Cycle 1 – PPs' confirmation that test data is ready for SIT Functional	Green	<i>Propose that SITAG approves on 01-Mar subject to work-off plans.</i> On track: All cohort PP's to load data by 01-Mar-24. Work-off plan (for FTIG SITAG review) with expected manageable impact to SIT start.
T2-TE-0550	SIT Functional Testing Preparation Complete	Green	<i>Propose that SITAG approves on 01-Mar subject to work-off plans.</i> FTIG to be asked to recommend SITAG approval on 01-Mar, such approval to also be based on SIT Functional Readiness report (draft) published on 23-Feb-24 and updated version published on 29-Feb-24, and subject to work-off plans to be progressed ahead of SIT start

For SITAG to approve T2-TE-0550 (subject to work-off plans)			
Milestone Criteria for SI and work-off plan specifics		Milestone Criteria for PPs and work-off plan specifics	
<b>SIT Functional Approaches assured</b>	Complete	<b>All PIT artefacts submitted and reviewed</b>	All A&Ps, RTTMs and test scenarios received and assured. 28 of 36 reports received. 5 remaining reports promised by or before 08-Mar, and 3 will be provided later than 11-Mar by agreement with the programme
<b>Delivery plans assured</b>	Complete	<b>Environments in place</b>	12 self declarations received; remainder due 29-Feb-24
<b>PPs' PIT assured (IR5)</b>	28 of 36 reports received. 5 remaining reports promised by or before 08-Mar, and 3 will be provided later than 11-Mar by agreement with the programme Of those received 17 assured and 11 awaiting further updates	<b>Test data in place</b>	12 self declarations received; remainder due 29-Feb-24
<b>Test tools in place / primed</b>	ADO in place and test script load in progress due to complete 04-Mar-24.	<b>PKI certificates in place</b>	Complete`
<b>FTIG recommendation</b>	To be decided at FTIG on 01-Mar-24	<b>Defect management understood</b>	Document has been uplifted and is being published on CB by 04-Mar. Process socialised at DITL sessions and covered in ADO training w/c 04-Mar
<b>Resources in place and trained on ways of working</b>			Cohort meetings conducted w/c 12-Feb & 19-Feb. Final DITL sessions scheduled for w/c 04-Mar LDP test team confirmed
<b>Readiness forecast SIT Functional Cycle 2 is satisfactory</b>			Yes. SIT Func theme 8 test scenarios & test cases approved Feb SITAG
<b>MVC (including coverage of pairing) is in place</b>			Confirmed



### T2-TE-0550 SIT Functional Testing Preparation Complete (01/03)

Based on our assurance activities, **we support the decision to pass the milestone for SIT Functional Testing Preparation Complete**. The Programme is behind where they had originally planned as not all participants have completed all SIT F preparation. However, The LDP and participants have developed plans that allow SIT F to commence and proceed. The way SIT F testing is now structured provides flexibility, meaning progress can still be made in a cohort even if all members are not ready on March 11. We have made 16 recommendations to support successful start and progress through SIT F. However, these are not critical to the start of SIT F.

#### Key forward looking risks for SIT Functional

- **Risk of high defect levels at the start of SIT F and complexity of defect management:** Defect levels will likely be high at the start of SIT F (secondary routing testing by participants, simultaneous testing of multiple areas). The defect management process in SIT F will be more complex than in CIT due to the involvement of multiple core capability providers. High defect levels and complexity could cause delays to test execution and erode confidence.  
**Key recommendation:** *Ensure expected test pass trajectory is clearly communicated, is conservative and that defects are effectively managed.*
- **SIT F Coordination:** SIT F is a complex test phase and all parties will need to work effectively with a high-level of coordination. The LDP has and is in the progress of communicating detailed guidance and information to participants. This includes details about test management, roles and responsibilities, cohort best practice and activity assumptions. This should enable cohorts to plan their testing activity and provide clarity on expectations, especially for participants in cohorts without established relationships. There is a risk that, despite the work undertaken, there will be initial uncertainty as to how day-to-day test operations will need to run and this could lead to delays.  
**Key recommendation:** *Ensure Day In The Life sessions run as planned, that there is a process in place to learn lessons and adapt the approach accordingly.*

We have shared **16 recommendations** with the Programme/Central Parties to address these risks and these are in the process of being addressed.

#### IPA Assurance approach

- We have held 15 assurance sessions including multiple with the SI, Core Capability Providers, full cohort and individual participants.
- We are sharing bulleted summaries of these conversations with participants for final factual accuracy confirmation.
- We met on a weekly basis with Programme to feed back risks and recommendations as they emerged.
- We will update and present this summary ahead of the decision to start SIT F on the 11 March.



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## Recommendation on T2-TE-0550

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The SITAG are requested advise the SRO on whether T2-TE-0550 (SIT Functional Testing Preparation Complete) should be approved, subject to work-off requirements.

<b>DECISION</b>	<b>SRO to approve/reject completion of T2-TE-0550 (SIT Functional Testing Preparation Complete)</b>
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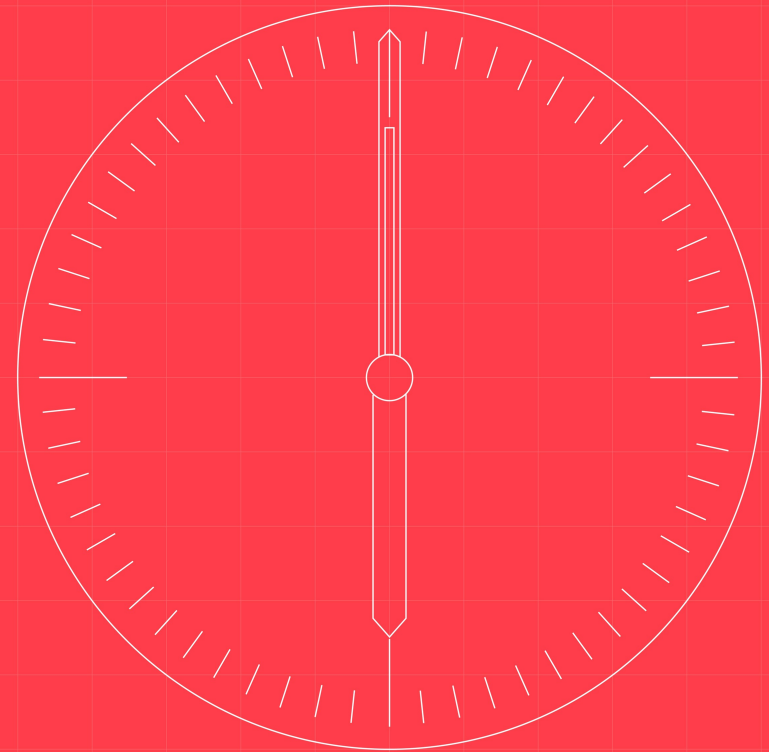
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# Summary and Next Steps

**INFORMATION:** Summarise decisions, actions, and next steps

*Chair & Secretariat*

*5 mins*



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## Summary and Next Steps

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### Next steps:

- Confirm decisions and actions from meeting
- Date of next SITAG: **11 March 2024 11am (extraordinary)**
- Please send any testing queries or requests for support to [Testing@mhhsprogramme.co.uk](mailto:Testing@mhhsprogramme.co.uk)