



**MHHS
PROGRAMME**
Industry-led, Elexon facilitated

MHHS Change Control Webinar #2

13 May 2024

Version 1.0

MHHS-DEL2576

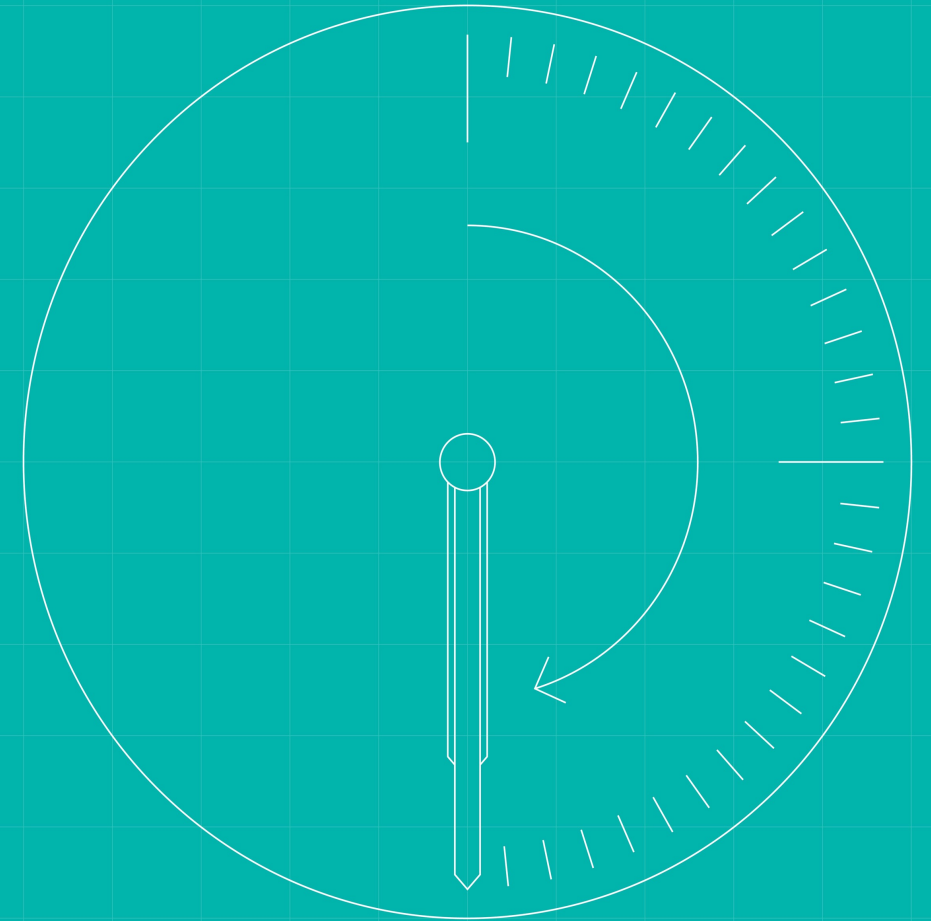
Document Classification: Public

Agenda

#	Item	Objective	Lead	Time	Page
1	Welcome		MHHS PMO	11.30 - 11.35 5 mins	1
2	Presentation of CR050	Amendments to the MHHS Change Control Approach and Form	Immy Syms, MHHS Programme	11.35 – 11.50 15 mins	4
3	CR050 Q&A		All	11.50 - 12.00 10 mins	6

Presentation of CR050

Immy Syms, MHHS Programme
15 mins



Amendments to the MHHS Change Control Approach and Form

Issue Statement:

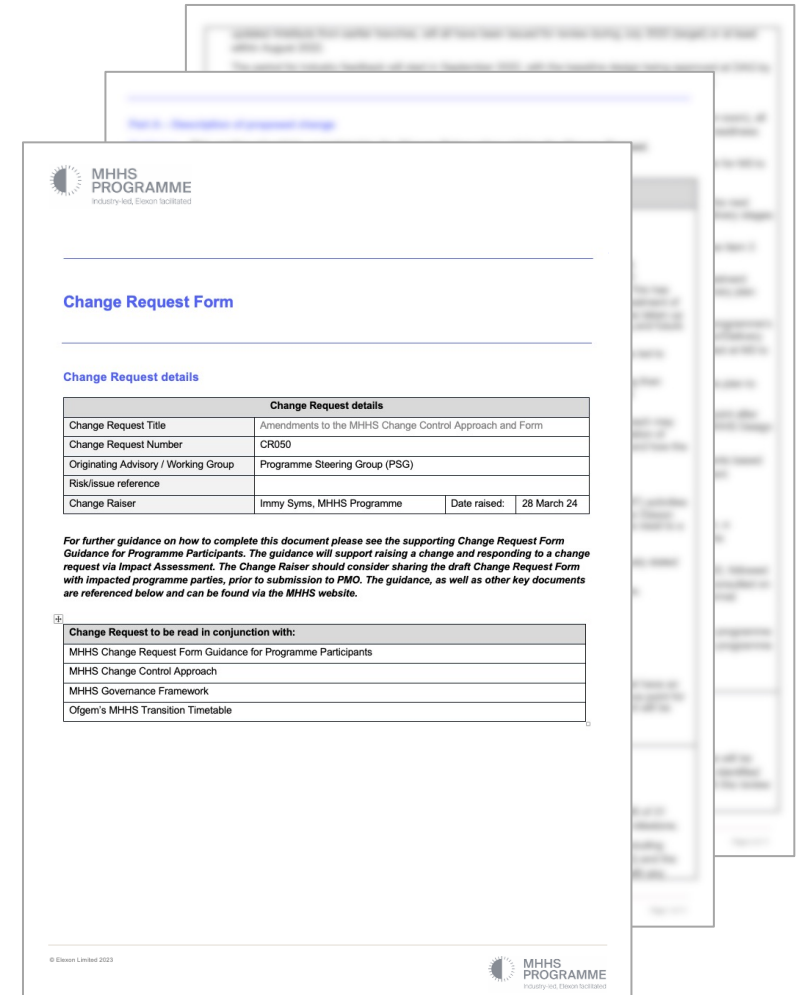
- As we progress further into the testing phases of the Programme, new change requests have greater cross-workstream impacts and require more extensive qualification and collaboration.
- The Programme is also incorporating amendments to the Change Control process in response to the IPA’s recommendations following their review of the CR036 appeal as well as recent participant feedback.
- **The existing process, in which an approval decision is made by a singular Advisory Group, risks Change Requests being considered through a single workstream lens, rather than taking a holistic view of the requirements and impacts of the change.**
- Additionally, there have been a number of occasions in which a Change Request has been raised without a clear understanding of the development of solution options in response to an identified issue.

Description of Change:

- The Change Board, attended by key Programme members and the IPA, will determine whether a Change Request is issued to Impact Assessment (IA). Ahead of the IA being issued, an industry-wide webinar will be held with Programme Participants.
- Following completion of the IA, the Change Board will review the results and make an approval decision on behalf of the SRO, who will be responsible for ratifying this at the Programme Steering Group (PSG).
- The Change Request also formalizes the stage ahead of a new Change Request being raised, ensuring that an options analysis is conducted when required to establish a single, agreed upon solution.
- A number of improvements are also being made to the Change Request form to compliment the updated process, notably requiring the Change Raiser to provide a proposed implementation timeline, and to justify why their Change Request is valid during the Change Freeze. Responding participants will be required to grade the impacts of a change on their activities, on a scale of 1 (minor impact) to 3 (significant impact).

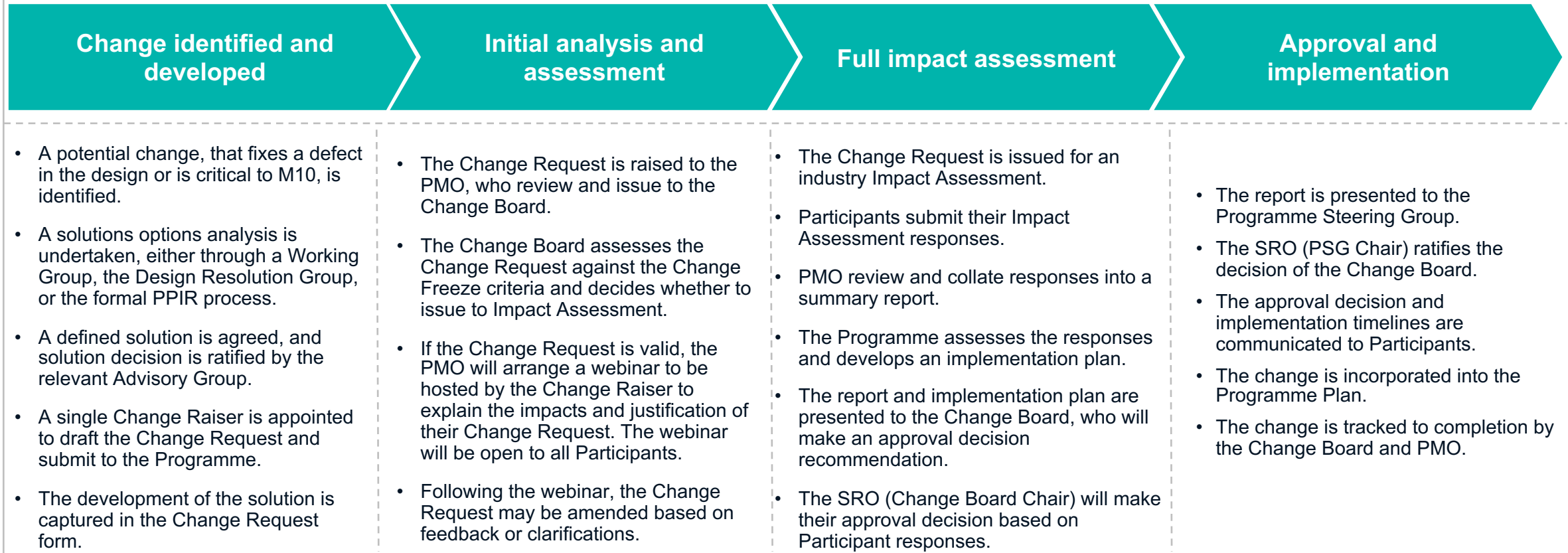
Next Steps:

- Following this industry webinar, the Change Request will be issued to IA. The results of the IA will be reviewed by Ofgem who approve or reject the continuation of the new process.



MHHS-DEL2465 CR050 Draft

There are four key phases to the Change Control process. These, along with the associated activities, are highlighted in the diagram below:



Note: The Independent Programme Assurer (IPA) attend the Change Board in an observational capacity to monitor effective operation of the process. A separate decision appeal process has been established within the MHHS governance framework, which can be utilised for appeals against change decisions.

Change Board

Seek to understand the background of a Change Request, confirming it has been discussed at the relevant Working or Advisory Group, before allowing it to process through the Change Control process.

Ensure that the Change Request is critical to go-live, and is not a 'nice to have'. The latter can be raised with the relevant code body with an implementation date post M10 or M15 as applicable.

Ensure the Change Request is clearly articulated and easy to understand, allowing for Programme Participants to provide accurate impact assessments.

Review the severity and urgency of the proposed change to understand if it needs to be expedited or escalated, and seek to understand implications of the proposed change on the programme timeline and deliverability of outcomes.

Make a decision as to whether a Change Request is a Housekeeping change, if it should be issued to Impact Assessment, or if it should be rejected.

Following an Impact Assessment, they will be responsible for advising the SRO on whether the change is approved or rejected, whereby the SRO will ratify this decision at PSG. When a change is approved, they are responsible for guiding the SRO in setting a timeline for the implementation of the change.

Monitor progress of approved Change Requests through to implementation and closure.

To ensure a holistic view from all workstreams and areas of the Programme is given in the approval of a Change Request, the Programme Steering Group will be responsible for ratifying all approval decisions made by the Change Board.

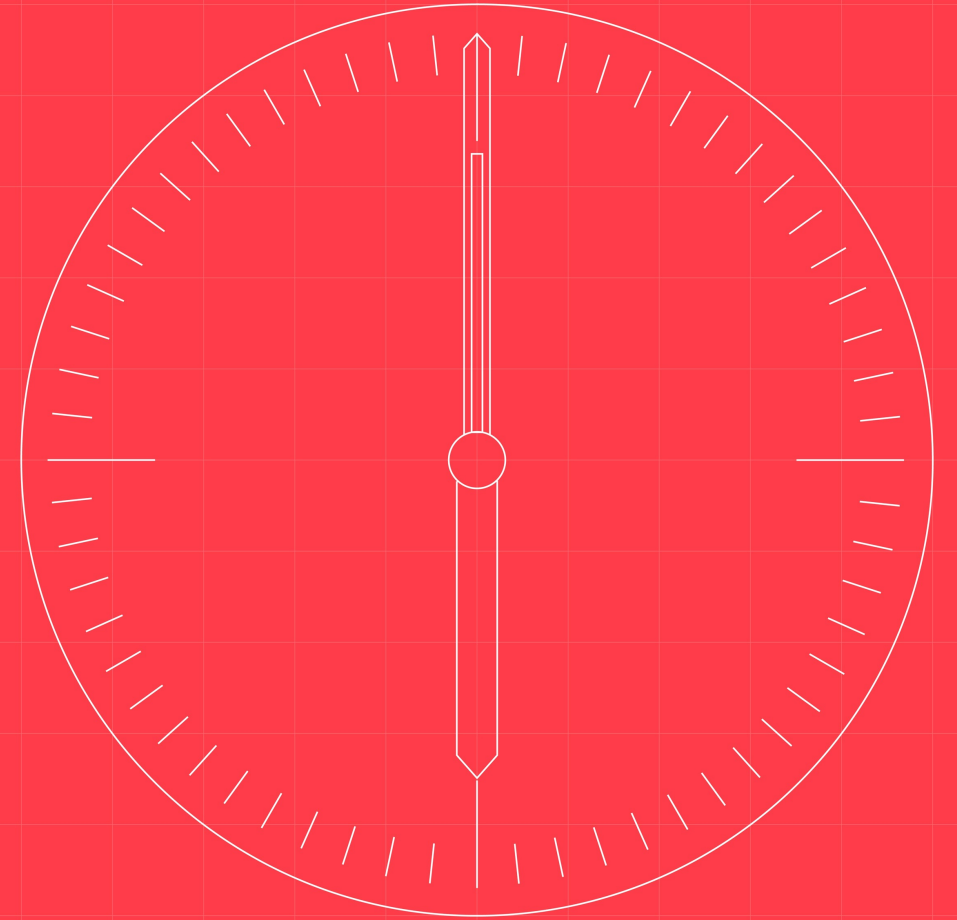
Please note: The change raiser should share the steps taken leading up to the development of the Change Request with the Change Board.

There are several key documents and artefacts used to support Change Control on the MHHS programme. Please refer to the MHHS website and/or Collaboration Base for the files.

#	Document	Description	Classification	Location
1	Change Control Approach	The overarching Approach document for Change Control	Public	This document
2	Change Request Form	The Change Request Form to be completed when raising new Change Requests and submitted to the MHHS PMO	Public	MHHS Website
3	Change Request Form – guidance document	Guidance document aiding Change Raisers to complete the Change Request Form	Public	MHHS Website
4	Change Request Log	Full log of all Change Requests for the MHHS Programme	Public	Collaboration Base
5	Change Request Process Map	Detailed process map articulating the full end-to-end change control process	Public	MHHS Website

CR050 Q&A

*All
10 mins*



Contact

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Thank you