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| This document is classified as **WHITE**.  Information is for public, unrestricted dissemination and publication. |

03

Final Change Report

02

Preliminary Change Report

01

Initial Assessment Report

initial assessment report

Rxxxx – Change title

|  |  |
| --- | --- |
| **DOCUMENT VERSION** | X.X |
| **DATE ISSUED** | DD/MM/YYYY |
| **DOCUMENT APPROVAL STATUS** | [APPROVED BY REC CHANGE PANEL/  NOT YET APPROVED BY REC CHANGE PANEL] |

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| **RESPONSIBLE COMMITTEE** |  |

change overview

[A short executive summary of the change (1-2 sentences)]

|  |  |
| --- | --- |
| Description: Description: High_Impact | High Impact:  [Parties would be detailed here] |
| Description: Description: Low_Impact | Medium Impact:  [Parties would be detailed here] |
| Description: Description: Medium_Impact | Low Impact:  [Parties would be detailed here] |

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| --- | --- | --- |
| 1. | summary | [3](#Summary) |
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| **LEAD ANALYST** |
| NAME |
| EMAIL |

|  |
| --- |
| **technical lead** |
| NAME |
| EMAIL |

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| **assurance lead** |
| NAME |
| EMAIL |

1. Summary

[Please provide a summary of the change proposed – i.e. what is the identified issue/change in the existing code that needs to be rectified, how this was identified and why this change needs to be made. Provide details of any activity or analysis that has already been completed]

1. problem statement

[The problem statement should address **what** the problem is; **who** is experiencing the problem; **where** and **when** the problem occurs and **why** the problem is occurring.]

1. user stories

|  |  |
| --- | --- |
| **Ref.** | **user stories** |
| **CONSUMER user stories** | |
| C1 | [As <a type of Consumer>, I want <goal>, so that <reason>] |
| C2 |  |
| C3 |  |
| C4 |  |
| **MARKET PARTICIPANT user stories** | |
| M1 | [As <a Market Participant>, I want <goal>, so that <reason>] |
| M2 |  |
| M3 |  |
| M4 |  |

1. IMPACTS

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| **REC PARTIES AND SERVICE USERS** |
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| **REC SERVICE PROVIDERS** |
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| **CONSUMERS** |
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| **REC DOCUMENTS / PRODucTS** |
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| **RECCO AND REC CODE MANAGER** |
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[Add in any additional commentary to support the impacts captured and explain any unexpected gaps]

* 1. Cross Code Impacts

[Provide the main impacts so that readers have an overview of how the change proposed will affect the other industry codes.]

1. CHANGE PATH AND RESpONSIBLE COMMITTEE

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| --- | --- |
| **CHANGE PATH** | SELF-GOVERNANCE / AUTHORITY DETERMINED |
| **RESPONSIBLE COMMITTEE** |  |

[Provide an explanation of how the Change Path and Responsible Committee have been defined.

Where a change is Authority Determined, provide the justification based on the Criteria set out in the Change Management Schedule.

Provide explanation for the Responsible Committee, based on the document(s) impacted and any justification for ‘upgrading’ or ‘downgrading’ the Committee based on relevance/suitability]

1. PRIORITY status AND URGENCY

|  |  |
| --- | --- |
| **PRIORITY status** | LOW / MEDIUM / HIGH / CRITICAL |
| **URGENCY** | STANDARD / URGENT |

[Provide any detail that supports/explains the defined Priority Status – e.g. output from the Prioritisation Matrix.

If a Change is deemed to be Urgent, confirm the reason/justification, examples:

* The change needs to be linked to a specific date (e.g. introduction of legislation, system release date, planned consultation or impact assessment timings, etc.);
* Change is needed quickly to stop an identified issue from escalating significantly, and the detrimental impact would continue/worsen if no change is made; or
* There are other changes / activities dependent on the progression of the change that need to be completed in a given timescale.]

1. SUMMARY OF CHANGE PROPOSAL PLAN

[Explanation of the elements included and excluded from the plan and the justification, with focus on exceptions to a ‘standard’ change plan approach e.g. where SME support is required, where a change will move to PCR without the need for solution development activity]

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|  | **FROM** | **TO** |
| **Service Provider Impact Assessment issued** | DD/MM/YYYY | DD/MM/YYYY |
| **Party Impact Assessment issued** |  |  |
| **deadline for alternative change proposal submission** |  |  |
| **Preliminary Change Report issued** |  |  |
| **Consultation issued** |  |  |
| **Final Change Report issued** |  |  |
| **responsible committee decision** |  |  |
| **Authority determination** |  |  |
| **Appeal window closure** |  |  |

1. GLOSSARY

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| --- | --- |
| **TERM** | **DEFINITION** |
| [Term] | [Formal definition, taken from REC schedules or other appropriate documents] |
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