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Change proposal plan

Rxxxx – Change title

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| **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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| **LEAD ANALYST** |
| NAME |
| EMAIL |

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| **TECHNICAL LEAD** |
| NAME |
| EMAIL |

|  |  |
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| **RESPONSIBLE COMMITTEE** |  |

change overview

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

KEY MILESTONES

|  |  |  |
| --- | --- | --- |
|  | **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. SCOPE
	1. In Scope

[Explain what is in scope of the Change Proposal Plan and the activities covered within the Plan]

* 1. Out of scope

[Explain what is out of scope of the Change Proposal Plan and associated activity e.g. where there is a cross code change, other code specific milestones and activity would not be covered, but would be logged as dependencies.]

1. project structure and organisation
	1. pOINTS OF CONTACT

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| --- | --- | --- | --- |
| **LEAD ANALYST** | NAME | EMAIL | TEL. NUMBER |
| **TECHNICAL LEAD** | NAME | EMAIL | TEL. NUMBER |
| **ASSURANCE LEAD** | NAME | EMAIL | TEL. NUMBER |
| **SUBJECT MATTER EXPERT** | NAME | EMAIL | TEL. NUMBER |
| **SUBJECT MATTER EXPERT** | NAME | EMAIL | TEL. NUMBER |

* 1. required activities
		1. Analysis

[Summarise of the analysis activity to be completed; who will be completing this, what different types of analysis and the different areas of focus.]

* + 1. Solution development

[Summarise the activity to be completed as part of the Solution Development phase; what will be completed and who will do this]

* + 1. Impact Assessment

[Detail which parties will be asked to complete Impact Assessments and why they have been identified. If there are unexpected gaps, provide an explanation]

* + 1. preliminary assessment

[Detail what activity will be completed in the Preliminary Assessment phase (e.g to review Impact Assessment responses, Cost Benefit Analysis, developing the Code Manager recommendation etc]

* + 1. final assessment

[Detail what activity will be completed within the Final Assessment phase e.g. to review Consultation responses and assess impacts to the Final Change report and Code Manager’s recommendation]

* 1. stakeholder engagement plan
		1. impact assessment plan

[Detail when the Impact Assessments that will be commissioned and key dates. If additional ‘informal’ stakeholder engagement is required ahead of an Impact Assessment being published, provide details of what and when ]

* + 1. consultation plan

[Detail the Consultation approach and key dates]

* + 1. cross code engagement

[Detail if any cross code engagement is required for this change, depending on the impacts identified during the CCSG referral]

* + 1. wider stakeholder engagement

[Detail any additional Stakeholder engagement activity and events that are planned and the justification – what, when and why]

* + 1. engagement with rec committees / sub-committees

[Detail any engagement with REC Committees and/or Sub Committees; what engagement, when and why]

* 1. raid
		1. risks and issues

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| **No.** | **RISK** | **NOTES** | **MITIGATION** |
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| **No.** | **ISSUE** | **NOTES** | **HOW TO PROGRESS** |
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* + 1. assumptions and dependencies

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| **No.** | **ASSUMPTION** | **NOTES** | **HOW/WHEN TO VALIDATE** |
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| --- | --- | --- | --- |
| **No.** | **DEPENDENCY** | **NOTES** | **STATUS** |
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* 1. deadline for alternative change proposals

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| --- | --- |
| **SUBMISSION DEADLINE** | DD/MM/YYYY |