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Party impact assessment request

RxxxX – change title

|  |  |
| --- | --- |
| **VERSION** | X.X |
| **DATE ISSUED** | DD/MM/YYYY |
| **RESPONSE DATE** | DD/MM/YYYY |
| **PARTY RESPONSES REQUESTED** |  |

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

change proposal overview

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

LINKS

* [Change Proposal page link]
* [Initial Assessment document link]

1. change proposal summary

[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.]

1. PROBLEM STATEMENT AND user stories
   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** |
| M1 | [As <a Market Participant>, I want <goal>, so that <reason>] |
| M2 |  |
| M3 |  |
| C1 | [As <a Consumer>, I want <goal>, so that <reason>] |
| C2 |  |

1. solution / solution options
   1. Solution option 1

[Provide a plain English explanation of the proposed solution and how this meets the problem statement and solution requirements to resolve the issue.

Provide a high level solution overview in relation to People, Process, Documents, Systems and Commercial arrangements/contracts

Include information relevant to the development of the solution, such as the use of industry experts, consultation with expert groups/panels or information requests to inform the proposed solution.]

* 1. Solution option 2

[Provide a plain English explanation of the proposed solution and how this meets the problem statement and solution requirements to resolve the issue.

Provide a high-level solution overview in relation to People, Process, Documents, Systems and Commercial arrangements/contracts

Include information relevant to the development of the solution, such as the use of industry experts, consultation with expert groups/panels or information requests to inform the proposed solution.

Detail the key differences and associated impacts compared to other proposed Solutions]

* 1. ALTERNATIVE SOLUTIONS CONSIDERED

[Describe any alternative solutions considered and ruled out, and the reasons for this.]

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. OUTPUTS OF SERVICE PROVIDER IMPACT ASSESSMENT

[Provide an overview of the Service Provide IAs that have been completed

Detail the output from the Service Provider IAs – format and content to be determined

Note: This section would be removed if there have been no SP IAs]

1. QUESTIONS

|  |  |
| --- | --- |
| **No.** | **QUESTION** |
| 1 |  |
| 2 |  |
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| 7 |  |

1. response deadline

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

1. APPENDIX – Requirements specification