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service provider impact assessment request

Rxxxx – Change title

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| --- | --- |
| **VERSION** | X.X |
| **DATE ISSUED** | DD/MM/YYYY |
| **SERVICE PROVIDER**  **RESPONSES REQUESTED** |  |
| **REQUIRED RESPONSE DATE** | DD/MM/YYYY |

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| **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

[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.]

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. solution / solution options

[Add/remove sections here as needed]

* 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. BUSINESS AND TECHNICAL REQUIREMENTS

[A high level overview of the Business and Technical requirements that have been defined, supported by the more detailed requirements specification]

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. QUESTIONS

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| **No.** | **QUESTION** |
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1. response deadline

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

1. APPENDIX – Requirements specification