Systems Integration Testing Working Group (SITWG)

Terms of Reference (Level 4)

The SITWG Terms of Reference ("ToR") sets out the role, membership and mode of operation.

1.1 SITWG Role

The SITWG is established as a working group under the auspices of the MHHS Systems Integration Testing Advisory Group (SITAG)

The SITWG's role is to support the MHHS programme in defining the deliverables, requirements, approach and roles and responsibilities for the successful completion of SIT for those MHHS participants planning to take part in MHHS Systems Integration Testing.

Although SITWG will cover all stages of SIT i.e. Component Integration Test, Functional Test, Migration Test, Non-Functional Test and Operational Test, it is recommended that those participants with special interest in Migration, Data or Non-Functional Testing, can also attend the following working groups where discussions will go to a lower level of detail:

- Migration Working Group (MWG)
- Data Working Group (DWG)
- Non-Functional Test Working Group (NFTWG)

As of September 2024, due to diminishing content, the SITWG will also cover the Environments Working Group (EWG) and its role, to define requirements regarding the use of environments for the successful testing and delivery of the MHHS solution.

As of April 2025, due to diminishing content, the SITWG will also cover the Non-Functional Test Working Group (NFTWG) and its role to support the MHHS programme in defining the deliverables, requirements, approach and roles and responsibilities for the successful completion of NFT and Operational Test for those MHHS participants planning to take part in MHHS Systems Integration Testing.

1.2 Purpose and Duties

The SITWG will:

- Support the programme in defining the SIT, NFT and Operational Test requirements for Programme Participants (PPs) taking part in SIT.

- Support the Programme in the shaping of the SIT, NFT * Operational Test preparation artefacts (i.e. SIT Stage Approaches & Plans, scenarios and scripts)

- Supporting in shaping, approach, structure and organisation of the SIT test stages, NFT and Operational Test stages.

- Impact assess any change that impacts SIT, NFT and Operational Test stages as received from the Change Board (as delegated by SITAG).

- Assess and identify risks, issues and dependencies associated with SIT, NFT and Operational and escalate to SITAG any that impact the programme.

- Help support the various environments which are ongoing in testing.

1.3 Decision Making

The SITWG will report its output to the SITAG for approval. This will occur on an ongoing basis and may require engagement with other programme participants. Where the SITWG is unable to reach a consensus on a decision, the matter will be escalated to the SITAG.

1.4 Membership

The SITWG meeting is open to all, however for maximum benefit it is recommended that SITWG attendees should be participant Test Managers, or industry subject matter experts. We would expect the following to attend:

MHHS SI SIT Test Lead (Chair) or delegate.

MHHS SRO Client Programme Test Manager.

MHHS Test Architect.

MHHS SI Environments Manager.

MHHS SI Test Data Manager.

MHHS Programme Management Office (PMO).

Relevant members of code bodies; RECCo, SECAS, & BSC Elexon.

1.5 Objective

SITWG will initially support shaping of the SIT preparation artefacts (i.e. SIT Stage Approaches & Plans, scenarios and scripts), and subsequently focus will move to test stage readiness, execution and completion.

To ensure timely reporting of SIT deliverables to the SITAG for approval where required. To identify and escalate any issues whereby a consensus cannot be reached to the SITAG.

Matters pertaining to environment availability will be discussed and tracked. These include, but not limited to issues, downtime, maintenance, and upgrades.

1.6 Scope, Deliverables, Roles and Responsibilities

SITWG's scope is to support in the development and maintaining of all SIT deliverables.

MHHS SIT Test Lead (or a nominated delegate) will chair the meetings.

The MHHS PMO Secretariat will provide all meeting management services and deliver all regular and ad hoc meetings.

SITWG attendees will review relevant papers and actions prior to meetings and will attend meetings with relevant updates or discussion points.

SITWG members will be expected to actively contribute to the development and review of collateral required to achieve the deliverables, this is likely to include completing tasks and actions outside of the SITWG.

Matters pertaining to environment usage such as, planning deployments and defining testing timeframes will be discussed and coordinated.

Matters pertaining to all relevant environments for all MHHS Programme testing phases except PIT

Matters pertaining to the management, maintenance, allocation, and coordination of environments required for the MHHS solution will be discussed at SITWG.