Non-SIT S&A Qualification Testing Participant Readiness Report - <Organisation>
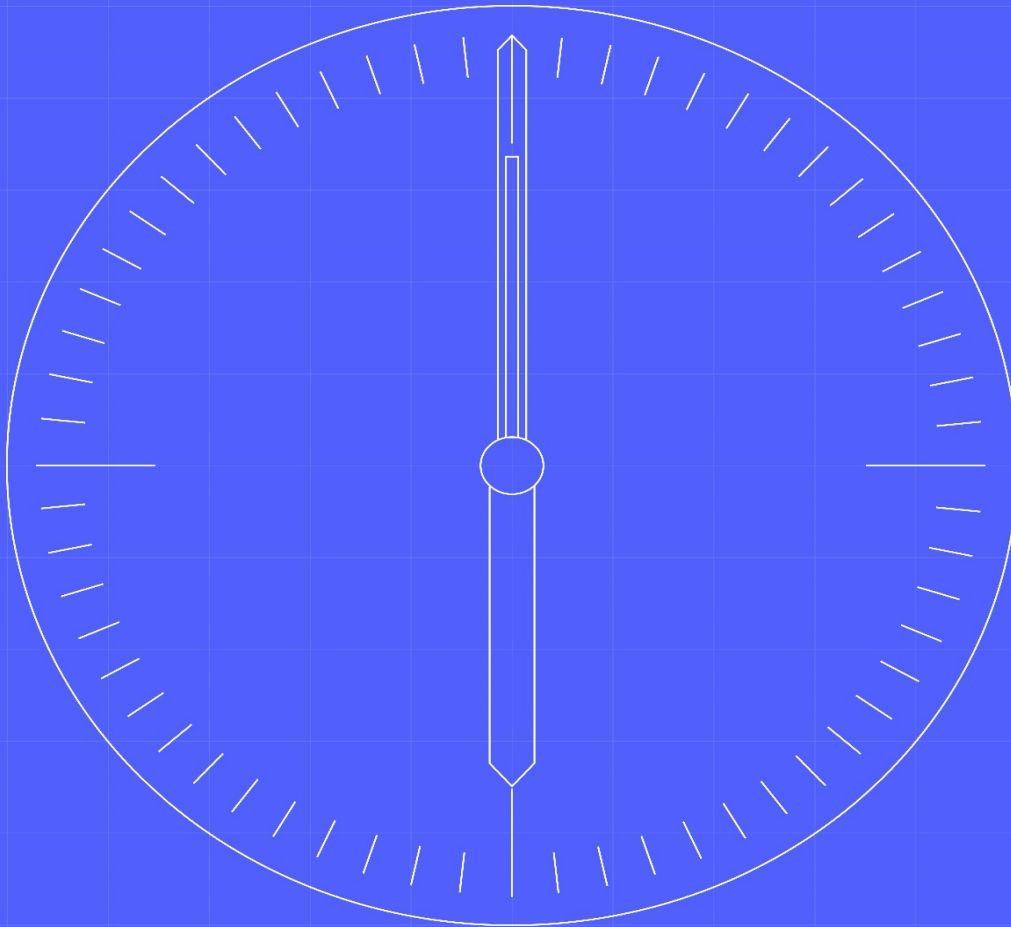
Document owner	Document number	Version
Non-SIT S&A QT Team	**MHHS-DEL-3039**	**1.0**
Status:	Date	Classification
Final	**02-Sep-2024**	**Public**

Contents

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1.1 Template Control

1.1.1 Template Change Record

Date	Author(s)	Version	Change Detail
02/09/2024	Non-SIT S&A QT Team	1.0	Initial Version

1.1.2 Template Reviewers and Informed Parties

Reviewer	Informed Party	Role
Non- SIT S&A QT Team		Various
	Code Bodies	BSC / REC

1.1.3 Template References

Ref No.	Document/Link	Publisher	Published	Additional Information
REF-01	MHHS DEL-2433 Non-SIT S&A Qualification Approach and Plan Annex 2	MHHSP Non-SIT S&A QT Team	30th August 2024	
REF-02	MHHS-DEL1064 - Placing Reliance Policy	SI Testing	27th April 2023	
REF-03	MHHS-DEL852 - Pre-Integration Test Guidance v2.6	SI Testing	8th July 2024	In the process of being updated
REF-04	MHHS-DEL618 - Environment Approach & Plan	SI Testing	21st July 2023	In the process of being updated
REF-05	MHHS DEL-2746 Non-SIT S&A Qualification Test Data Approach and Plan	MHHSP Non-SIT S&A QT Team	4th July 2024	

1.1.4 Document Purpose and Guidance

Prior to Non-SIT S&A QT commencement each Programme Participant is required to provide Non-SIT S&A QT Test Readiness Report (this template) as a formal self-declaration of their Non-SIT S&A QT readiness status in relation to preparation activities as outlined in section 10.4 of [REF-01] MHHS-DEL2183 Annex 2 Non-SIT S&A MHHS QT Approach and Plan V1.3.docx

This report aims to ensure that all necessary components and prerequisites are in place to conduct testing in Non-SIT S&A QT phase efficiently and effectively.

This report will need to include:

- A completion status of readiness activities which have been specified in [REF-01] MHHS-DEL2183 Annex 2 Non-SIT S&A MHHS QT Approach and Plan V1.3.docx

- A statement and supporting evidence against the Entry Criteria, as documented in section 8.9 in [REF-01] MHHS-DEL2433 Annex 2 Non-SIT S&A MHHS QT Approach and Plan V1.3

- Details of any exceptions i.e., readiness tasks, entry criteria, open PIT defects that have not been completed, met or resolved at the time of writing of the readiness report, and the associated work off plans and dates agreed with the Code Bodies for when these activities are planned to be completed.

- For Qualifying participants that have adopted the [REF-02] MHHS-DEL1064 - Placing Reliance Policy, evidence will need to be provided that demonstrates their proposal has been accepted by the Programme and that a placing reliance has been agreed with the other Market Participants and approved by the MHHSP and Code Bodies.

- Any new risks or issues to declare.

- Evidence that the Participant's Readiness Report has been approved and signed by a senior stakeholder authority within the Participant's organisation, i.e., an approval from a delegated 3rd party provider only will not suffice.

Guidance notes:

Use of this template for documenting a Non-SIT S&A QT Readiness Report is **Mandatory**. A Participant must use this template to provide Interim and Final Non-SIT QT Readiness Reports, with the latter supporting Non-SIT S&A Qualification Testing Entry Criteria. Programme Participants can also add any additional sections as they feel appropriate but should not remove any within the base template.

Participants will be expected to produce their Non-SIT S&A QT Readiness Reports prior to the Non-SIT S&A QT commencement in line with the Programme Plan.

Table 1: Timetable

2 Participant Non-SIT S&A QT Readiness Report

2.1 Programme Participant Details

Programme Participants to fill in the table below and include their relevant third-party provider(s) if applicable (i.e., any 3rd parties documented within a placing reliance proposal).

If more than one role is being tested within the Non-SIT S&A QT, please enter a new row in the table and include the respective details.

Programme Participant Name	Testing Organisation	Testing on Behalf	Provider of Reliance	MPID(s) Tested
SP Distributors Limited	*Testing Org 1*	*Organisation 1*	*Service Provider 1*	*XXXX*

2.2 Change Record

The table below needs to be updated with details of each amendment and change control.

Date	Author	Version	Change Detail

2.3 Document Approval

The aim of this section is to provide:

- *Details of the stakeholders who reviewed and approved the Test Readiness Report*

- *Include a sign-off section for the project manager or other relevant stakeholder authority (any evidence of signoff emails should be included in the appendix)*

The table below needs to be updated and the role needs to be defined per person as one of the following categories:

- *Review.*

- *For Information.*

- *For Approval; and*

- *Approval and Sign Off.*

Name	Role	Organisation	Review / Information / Approval / Sign Off

2.4 References

Reference documents into the table below along with reference and version number. Programme participants should insert documents wherever possible.

Reference	Documents	Publisher	Version	Additional Information
Non-SIT S&A REF-01	*e.g., MHHS PIT Test Completion Report*			*Issued to MHHS Test Team on x date*
Non-SIT S&A REF-02	*e.g., Non-SIT S&A Testing Entry Criteria Completion Evidence*			*See appendix x*
Non-SIT S&A REF-03				

2.5 Terminology

Reference any terminology used in this document.

Term	Description

2.6 Non-SIT S&A QT Test and Support Resources

In this section, please provide details of all resources who will be actively involved in testing or supporting test execution within your Organisation and / or your 3rd party provider(s) if they differ from the resources included in the Participants' QT Approach and Plan

Ensure key roles in carrying out execution and defect management during your Non-SIT S&A QT Testing are named and available. This is particularly important to ensure when placing reliance, the correct resources are available and engaged in the following types of roles, please indicate who the main point of contact for your organisation's MHHS testing:

- *Test Manager / Primary Point of Contact (PPOC) for Testing*

- *Test Analyst(s)*

- *Defect Manager / Analyst*

- *Programme Management*

- *Environment Management support*

- *Infrastructure, application and network support*

- *Release and configuration management support*

Name	Role	Organisation	MHHS Email Address	PPOC?	ADO User	QTF User	Teams User
Sue Smith	*Test Manager*	*Generic Electricity Co. Ltd*	*Sue.smith@mmhsprogramme.co.uk*	*PPOC*	*Yes*		
John Doe	*Test Analyst 1*	*Generic 3rd Party Software Provider*	*John.doe@mhhsprogramme.co.uk*		*Yes*		

Table 2: Non-SIT S&A QT - Testing and Support Resources

2.7   Placing Reliance Form

If your organisation has adopted the placing reliance policy in order to utilise testing completed by another Participants or delegate testing responsibility to any 3rd party IT or software providers, you should have completed a Placing Reliance Form which has been approved by the Code Bodies. Provide the final Form approved by Code Bodies if not already submitted.

Note - this requirement is not applicable if you are not placing reliance.

Placing Reliance Form	Status	Commentary	Forecast Date for completion
Placing Reliance Form completed and reviewed by Code Bodies	*Not Applicable / Not Started / In Progress / Complete*	*If Complete see Appendix A for evidence.* *Or.* *See forecast date if 'Not Started' or 'In Progress'*	*If 'Not Started' or 'In Progress'*

Table 3: Placing Reliance Form Status

2.8 Non-SIT S&A QT - Test Readiness Status

*In this section, please provide a status against the following key participant owned readiness tasks defined in [*REF-01]
MHHS-DEL2183 Annex 1 Non-SIT S&A MHHS QT Approach and Plan V1.2.docx and in [REF-3] MHHS-DEL852 -
Pre-Integration Test Guidance

Guidance Notes:

- *MHHS Target Date – Please refer to the Programme Plan.*

- *RAG Status:*

    o *Blue = Complete.*

    o *Green = On-track or pending assurance review.*

    o *Amber = Behind plan, but with a work off plan that is forecast to complete before Non-SIT S&A QT
    execution.*

    o *Red = Behind plan, indicating either with no current work off plan, or a work off plan that is
    forecast to close out after the planned Non-SIT S&A QT execution start.*

- *For tasks that were due to be completed at the time of writing this report but are currently outstanding from
    PIT, please provide a forecast date and details of the exception and work off plan in Section 8.9
    'Exceptions and Work Off Plan'.*

- *For tasks that are due to be completed subsequent to the writing this report, but for which it is known that
    the completion date will need to be reforecast, please provide a forecast date and details of the exception
    and work off plan in Section 8.9 'Exceptions and Work Off Plan'.*

#	Task Category	Task	RAG Status	Commentary	Target Date	Actual Date
1	PIT	Submission of MHHS-DEL1049 PIT Approach and Plan (Functional and Migration)	*Red* *Amber* *Green*	*e.g., 'Complete', 'On track'*	*If different to 'MHHS Target Date'*	
2	PIT	Submission of PIT Requirements to Test Traceability Matrix and PIT Test Scenarios		*e.g., 'Complete', 'On track'*		
3	PIT/QT	Microsoft Teams Onboarding and primary contact assigned				
4	PIT	Submission of draft MHHS-DEL1049 PIT Approach and Plan (Non-Functional and Operational)				
5	QT	QT Test Plan including draft QT RTTM and QT Test Catalogue submission				
6	QT	Test Data requested, allocated and loaded				
7	PIT	Submission of MHHS-DEL1049 PIT Approach and Plan (Non-functional and Operational)				
8	PIT	Submission of draft MHHS-DEL1052 PIT Test Completion Report				
9	QT	Interim Test Readiness Report submission				
10	QT	Internal Environment Connectivity Testing				
11	QT	DIP Onboarding				

12	QT	QTF Onboarding and Smoke Test				
13	QT	ADO Onboarding				
14	PIT	Submission of MHHS-DEL1052 PIT Test Completion Report, supporting test evidence and PIT Requirements to Test Traceability Matrix				
15	QT	Final Qualification Testing Participants Readiness Report Submission (this document)				
16	QT	Users Assigned to QTF/ADO and access confirmed				
17	QT	Non-SIT S&A QT Entry Gate				

Table 4: Key Non-SIT S&A QT - Testing Readiness Tasks

2.9   Non-SIT S&A QT - Test Entry Criteria

Provide a status against each Non-SIT S&A QT participant entry criteria as listed in the table below. The aim of this section is for the participant to confirm completion status of each entry criteria activity and highlight any exceptions or work off plans.

Guidance Notes:

- *RAG Status:*
  - *Blue = Complete.*
  - *Green = On-track or pending assurance review.*
  - *Amber = Behind plan, but with a work off plan that is forecast to complete before Non-SIT S&A QT execution.*
  - *Red = Behind plan, indicating either no current work off plan, or a work off plan that is forecast to close out after the planned Non-SIT S&A QT execution start.*

- *For items that were due to be completed at the time of writing this report, but are currently outstanding, please provide details of the exception and work off plan in Section 8.9 'Exceptions and Work Off Plan'.*

- *For items that are due to be met subsequent to the writing this report, but are currently outstanding, please provide details of the exception and work off plan in Section 8.9 'Exceptions and Work Off Plan'.*

#	Entry Criteria	Status (Met, Partially Met, In Progress, Not Started)	RAG	Notes / Exception & Work Off	Assurance Sign Off Status	Evidence
1	Evidence of successful PIT Completion for the readiness of Non-SIT S&A QT has been submitted and assured by the Non-SIT S&A QT Team. Any work off plans agreed with Code Bodies and tracked - please refer to [REF-03] MHHS-DEL852 - Pre-Integration Test Guidance for full details of the PIT exit criteria	*Met (or Partially Met)* *In progress* *Not Started*		*e.g., PIT Completed and Final PIT Completion Report issued to QT Team for assurance.*	*Assured by Non-SIT S&A QT Team. Work off Plans accepted by Code Bodies*	*Evidence of approval - See appendix B*
3	All relevant test artefacts listed in section 2.8 must have been produced by the Non-SIT S&A QT Participant and approved by the Non-SIT S&A QT Team and Code Bodies (where applicable).			*Completed and any work off items reviewed and approved*	*Assured by Non-SIT S&A QT Team and accepted by Code Bodies*	*Evidence of approval*
4	Environment Connectivity proving via the DIP and QTF has been successfully completed and evidence assured by the .Non-SIT S&A Team			*e.g., Connectivity proving complete, and evidence provided to QT Team*	*Confirmed by Participant and assured by DIP Manager and the Non-SIT S&A QT Team*	*Evidence of connectivity test scope completed and assured by QT Team*
5	Test Data requested, allocated and loaded See			*e.g. all data available on Non-SIT S&A systems*	*Confirmed by Participant*	*Confirmation received*

	[REF-05] MHHS DEL-2746 Non-SIT S&A Qualification Test Data Approach and Plan - Issued version 4-07-24					*from Participant*
6	Participant users have been onboarded to the MHHS Test Management Tools (QTF/ADO)			*e.g., ADO and QTF access and training provided*	*Confirmed by Participant by the Non-SIT S&A QT Team*	ADO and QTF accounts verified
7	Participants have confirmed they have resources with the requisite skills and system access to support the test execution and defect management process.			*e.g., All Non-SIT S&A resources named in Section 2.6 of this document have been mobilised and ready to commence testing.*	*Confirmed by Participant by the Non-SIT S&A QT Team*	Resources are included in Participant's QT Approach and Plan
8	Where test scope has been adjusted for Placing Reliance and/or Exemption requests this has been documented in the Non-SIT S&A QT test plan and this has been reviewed by the Non-SIT S&A QT Team and Code Bodies				*Assured by the Non-SIT S&A QT Team and approved by Code Bodies*	Evidence of approval of final QTC set and QT RTTM

Table 5: Entry Criteria Status

2.10   Outstanding PIT Defects

Please provide details of any open/outstanding PIT Defects that current prevent MHHS design IR8 compliance or impact planned Non-SIT S&A QT Test execution if not already included in the PIT Completion

#	PP Defect Ref	Severity S1-4)	Defect Summary	Impact on planned Non-SIT S&A QT	Target Resolution Date
1				*Please highlight how this might impact your planned Non-SIT S&A QT Testing coverage if unresolved at the point when execution is due to commence. If there are specific Non-SIT S&A QT tests that will consequently be blocked until resolved, please list these in the appendix.*	
2					

Table 6: Outstanding PIT Defects

2.11   Risks

This section is an opportunity to highlight any newly identified risks in your testing that may impact your Non-SIT S&A QT readiness or execution. Please provide details of any planned mitigations.

#	Risk Ref	Severity / Rating	Summary Description	Planned Mitigation(s)
1	*Non-SIT S&A Internal Ref*	*e.g., H/M/L*	*Please articulate how this could impact your Non-SIT S&A QT execution readiness or execution plans.*	
2				

Table 7: Risks

2.12   Issues

This section is an opportunity to highlight any newly identified issues in your testing, not already covered in this report that are also impacting your Non-SIT S&A QT readiness for execution plan. Please provide details of planned resolutions.

#	Issue Ref	Severity / Rating	Summary Description	Planned Resolution	Target Resolution Date
1	*Non-SIT S&A Internal Issue Ref*	*e.g., H/M/L*	*Please articulate how this could impact your Non-SIT S&A QT readiness or execution plans if unresolved.*		
2					

Table 8: Issues

2.13   Exceptions and Work Off Plans

Please provide a full consolidated list of all key Readiness Tasks or Entry Criteria exceptions documented in this report, i.e., items that were due to be concluded at the time of writing of this report but are outstanding, or any tasks due to complete subsequent to this report for which it is known that the completion date will need to be reforecast. Please be clear on whether any items are expected to be resolved prior to or during the planned Non-SIT S&A QT execution.

Additional Notes:
- *If outstanding PIT defects are included, to avoid duplication please just add the references identified in Sections 2.10, 2.11 and 2.13 'Outstanding Defects' within the 'Exception Summary' field, but please do provide details of the work off plan in this table.*
- *Please be clear if any areas of your PIT execution have not been concluded at the time of writing and when this is expected to be closed out. If any planned Non-SIT S&A QT tests are impacted, or will be blocked, please also provide details of these tests in the appendix.*
- *If outstanding Issues are included, to avoid duplication please just add the references identified in Section 2.14 'Issues'.*
- *Please be clear if any items, defects or issues prevent MHHS Design IR8 compliance or may impact any planned Non-SIT S&A QT tests in scope.*
- *If Placing Reliance on Organisations testing in* <mark>SIT</mark>*,, please include details of known Work Off plan/s in this table*

If any items are listed in this section please provide as much detail as possible on the work off plan, as this information will be crucial to assess if your organisation has a realistic plan to resolve these exceptions or has the potential to impact other participants in the Non-SIT S&A QT.

#	Exception Summary	Work off plan summary	Target Resolution Date
1	*Please articulate any way this may impact your Non-SIT S&A QT execution plans if unresolved prior to, or during Non-SIT S&A QT execution.*		
2			

Table 9: Exceptions and Work Off Plans

2.14   Non-SIT S&A QT Readiness Declaration

This section is your organisations' Non-SIT S&A QT readiness statement and recommendation to proceed or not into Non-SIT S&A QT execution.

Participant Non-SIT S&A QT Readiness Declaration	Participant Stakeholder Sign Off Evidence
<Insert Organisation Name> has completed MHHS IR8 compliant build and PIT activities and is ready to commence Non-SIT S&A QT subject to closing out any Exception work off plans detailed in Section 2.13 'Exceptions and Work Off Plans'. *Or:* *It is recommended that <Insert Organisation Name> is <u>not</u> ready to commence Non-SIT S&A QT subject to the Exceptions detailed in Section 2.13 'Exceptions and Work Off Plans'.*	*Evidence embedded here / Please see Appendix B*

Table 7: Non-SIT S&A QT Readiness Declaration

3 Appendix B – Evidence of stakeholder sign off

<Provide all relevant evidence embedded in the appendix – please add additional appendix sections as required. The person signing off is declaring the validity, accuracy and completeness of the submission>