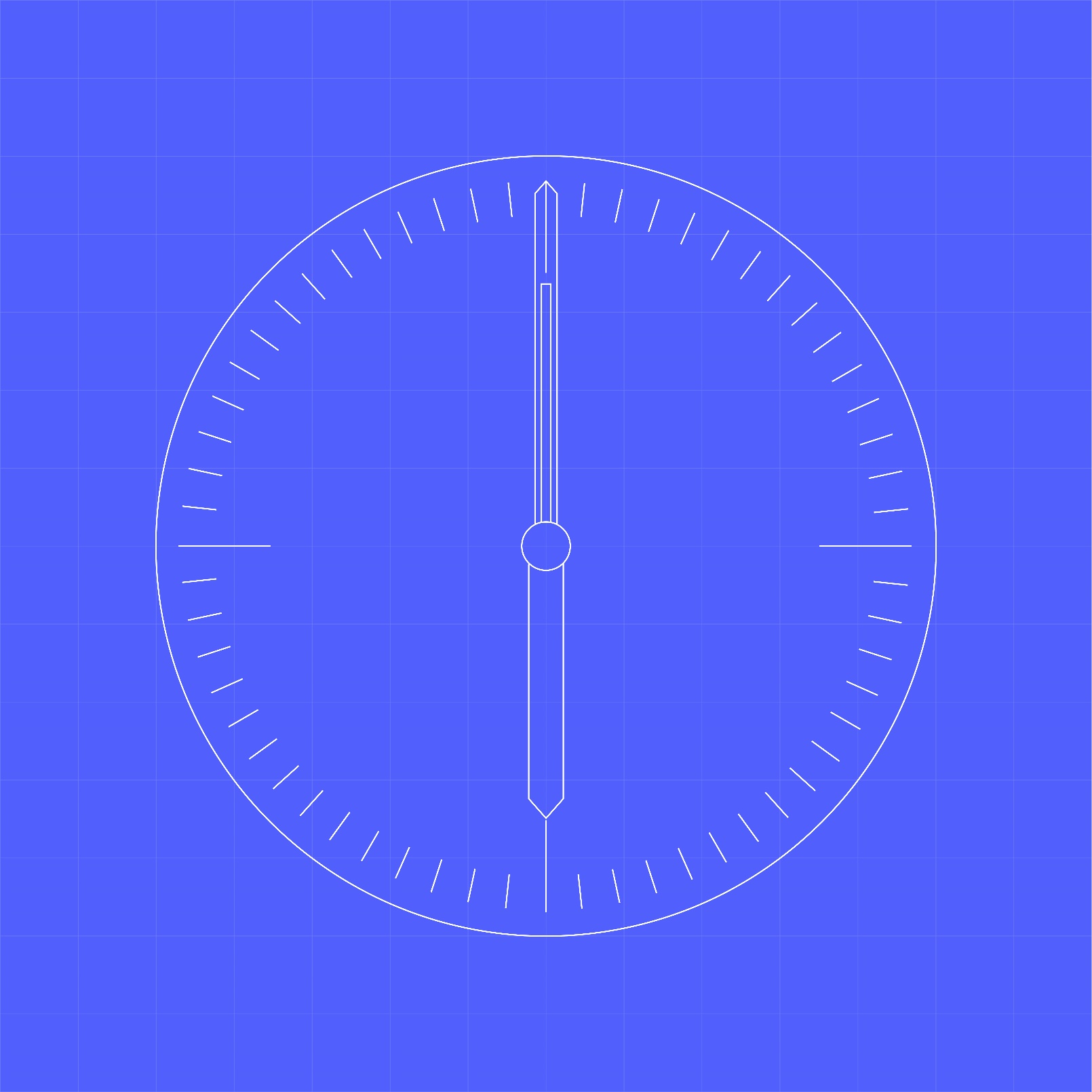
**SIT Migration Test Participant Readiness Report - <Organisation>**

**Contents**

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## Template Control

### Template Change Record

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| --- | --- | --- | --- |
| Date | Author(s) | Version | Change Detail |
| 03/05/2024 | Lee Cox | 0.1 | Initial Draft |

### Template Reviewers

|  |  |
| --- | --- |
| Reviewer | Role |
| Dominic Mooney | MHHS SI SIT Delivery Manager |
| Adrian Ackroyd | MHHS Client Test Programme Manager |
| Kiran Raj | MHHS Client SIT Functional Test Lead |

### Template References

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Ref No. | Document/Link | Publisher | Published | Additional Information |
| REF-01 | [MHHS-DEL1781 SIT Migration Test Approach and Plan v1.0](https://www.mhhsprogramme.co.uk/uploads/f96747a9-081b-428b-b9f3-c09922807a2f/MHHS-DEL1781_SIT_Migration_Test_Approach_&_Plan_v1.0.pdf) | SI Testing | 20th December 2023 |  |
| REF-02 | [MHHS-DEL852 Pre-Integration Testing Guidance v2.5](https://www.mhhsprogramme.co.uk/uploads/9b633f4c-1ef2-41cf-bb9b-6b1c25fda7f3/MHHS-DEL852_-_Pre-Integration_Testing_Guidance_v2.5.pdf) | SI Testing | 4th April 2024 |  |
| REF-03 | [MHHS-DEL1064 - Placing Reliance Policy](https://mhhsprogramme.sharepoint.com/sites/Market-wideHalfHourlySettlement/Testing%20Documents/MHHS-DEL1064%20-%20Placing%20Reliance%20Policy_v1.0.pdf?web=1) | SI Testing | 27th April 2023 |  |
| REF-04 | [MHHS-DEL 618 Environment Approach and Plan v2.13](https://www.mhhsprogramme.co.uk/uploads/81c283b3-83a9-4282-acfe-fbd48326ce59/Environment_Approach_and_Plan_v2.13_(Clean).pdf) | SI Testing | 27th March 2024 |  |
| REF-05 | [MHHS-DEL 1662 SIT Migration Test Data Approach and Plan v1.0](https://www.mhhsprogramme.co.uk/uploads/f3e96238-11e8-4c88-b2df-8f6f15bdd7a8/MHHS-DEL1662_-_SIT_Migration_Test_Data_Approach_&_Plan_v1.0.pdf) | SI Testing | 20th December 2023 |  |
| REF-06 | [MHHS-DEL2570 MHHS SIT Migration PR RACI Template v1.0](https://mhhsprogramme.sharepoint.com/:p:/r/sites/Market-wideHalfHourlySettlement/Testing%20Documents/MHHS-DEL2570%20-%20MHHS%20SIT%20Migration%20PR%20RACI%20-%20Template%20v1.0.pptx?d=wce26d0d31d624355bce6b1b77d7cd68d&csf=1&web=1&e=jwy8oY) | SI Testing | 8th May 2024 |  |

### Document Purpose and Guidance

The Market-wide Half Hourly Settlement programme (MHHS) when completed will contribute to a more cost-effective electricity system, encouraging more flexible use of energy and helping consumers lower their bills.

The objective of the SIT Migration Test stage is to validate the new MHHS arrangements by involving all Central Systems, the Registration Service and at least two Services for each other Role all connected via the Data Integration Platform (DIP) enabling End-to-end migration tests to be conducted, based on business scenarios to exercise and “prove” the MHHS E2E Migration Design. For full details of the background of this SIT stage please refer to [REF-01] [MHHS-DEL1781 SIT Migration Test Approach and Plan v1.0](https://www.mhhsprogramme.co.uk/uploads/f96747a9-081b-428b-b9f3-c09922807a2f/MHHS-DEL1781_SIT_Migration_Test_Approach_&_Plan_v1.0.pdf)

Prior to SIT Migration Test commencement each participant is required to provide a Participant SIT Migration Test Readiness Report (this template) as a formal self-declaration of their readiness status in relation to preparation activities as outlined in section 7.1.5 of [REF-01] [MHHS-DEL1781 SIT Migration Test Approach and Plan v1.0](https://www.mhhsprogramme.co.uk/uploads/f96747a9-081b-428b-b9f3-c09922807a2f/MHHS-DEL1781_SIT_Migration_Test_Approach_&_Plan_v1.0.pdf).

The objective of this test readiness report is to demonstrate the preparedness of testing efforts for each organisation entering SIT Migration Test. As a key milestone before the commencement of testing activities, this report aims to ensure that all necessary components and prerequisites are in place to conduct testing efficiently and effectively.

This report will need to include:

* A completion status of Test participant owned SIT Migration Test readiness activities specified in this document.
* A statement and supporting evidence against the Test participant owned SIT Migration Entry Criteria, as documented in section 7.2 in [REF-01] [MHHS-DEL1781 SIT Migration Test Approach and Plan v1.0](https://www.mhhsprogramme.co.uk/uploads/f96747a9-081b-428b-b9f3-c09922807a2f/MHHS-DEL1781_SIT_Migration_Test_Approach_&_Plan_v1.0.pdf).
* 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 MHHS programme for when these activities are planned to be completed.
* For Qualifying participants that have adopted the [REF-03] [MHHS-DEL1064 - Placing Reliance Policy](https://mhhsprogramme.sharepoint.com/sites/Market-wideHalfHourlySettlement/Testing%20Documents/MHHS-DEL1064%20-%20Placing%20Reliance%20Policy_v1.0.pdf?web=1), evidence will need to be provided that demonstrates their proposal has been accepted by the Programme and that a placing reliance RACI has been agreed with their 3rd Party providers and the MHHS SI.
* Any new risks or issues to declare.
* Evidence that the Test participant Readiness Report has been approved and signed by a senior stakeholder authority within the Qualifying participants’ organisation, i.e., an approval from a delegated 3rd party provider only will not suffice.

Please note that individual organisations’ SIT Migration Test Participant Readiness Reports will provide the formal input into an overarching SI SIT Migration Test Readiness Report. The status and recommendations in that report will feed into a MHHS programme governance decision via SITAG on whether or not to proceed with SIT Migration Test execution.

**Guidance notes:**

Use of this template for documenting a SIT Migration Test Readiness Report is **Mandatory**. A participant must use the format in this template. 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 SIT Migration Test readiness reports by 15th May 2024.

For those Programme participants choosing the non-SIT route, this template maybe updated or new one created. So please follow the guidance provided by the Qualification team via the Qualification Working Group.

Red text within this document indicates guidelines or examples intended to assist with completion of the template and can be removed when completing the document.

# Participant SIT Migration Test Readiness Report

## Programme Participant Name

*Programme participants to fill in the table below and include their relevant constituency group and 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 SIT Migration Test, please enter a new row in the table and include the respective details.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Programme Participant Name | Constituency Group | Industry Role | MPID(s) Tested | Third Party Provider(s) | Cohort(s) |
| *e.g., Generic Electricity Co. Ltd* | *I&C Supplier* | *Eg., ADS, MSA, MSS, SDS etc* | *MPID(s) that will be actively tested in SIT i.e., not MPIDs that will be Qualified via placing reliance* | *N/A* |  |

## Change Record

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

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Author | Version | Change Detail |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## 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 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## 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 |
| *PPREF-01* | *e.g., MHHS PIT Test Completion Report* |  |  | *Issued to MHHS SI Test Team on x date* |
| *PPREF-02* | *e.g., SIT Migration Entry Criteria Completion Evidence* |  |  | *See appendix x* |
| *PPREF-03* |  |  |  |  |

## Terminology

*Reference any terminology used in this document.*

|  |  |
| --- | --- |
| Term | Description |
|  |  |
|  |  |
|  |  |

## SIT Migration 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).*

*Ensure key roles in carrying out execution and defect management during your testing are named and available for the testing. 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 organisations 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*

*Please provide organisation email addresses if you wish to receive SIT Migration execution email communications, meeting invites and status reports.*

*Please note that in order to access the Microsoft Teams channels which will be the primary channel used for day-to-day testing communications, you will require and MHHS MS Teams account, so please provide confirmation of this below as this will ensure you are added to the relevant teams channel(s).*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name | Role | Organisation | Email Address for contact purposes | MHHS Account Set Up (Y/N) | PPOC? | ADO User |
| *Sue Smith* | *Test Manager* | *Generic Electricity Co. Ltd* | [*Sue.smith@GenericElectricityCo Ltd.co.uk*](mailto:Sue.smith@GenericElectricityCo%20Ltd.co.uk) |  | *PPOC* | *Yes* |
| *John Doe* | *Test Analyst 1* | *Generic 3rd Party Software Provider* | [*John.doe@GenericSoftwareProvider.co.uk*](mailto:John.doe@GenericSoftwareProvider.co.uk) |  |  | *Yes* |
|  | *Test Analyst 2* |  |  |  |  | *Yes* |
|  | *Defect Manager* |  |  |  |  | *Yes* |
|  | *Environment Manager* |  |  |  |  | *Yes* |
|  | *Infrastructure Lead* |  |  |  |  | *Yes* |
|  | *Release Manager* |  |  |  |  | *No* |
|  | *Project Manager* |  |  |  |  | *No* |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

Table 1: SIT Migration Test and Support Resources

## Placing Reliance RACI

*If your organisation has adopted the placing reliance policy in order to delegate testing responsibility to any 3rd party IT or software providers in SIT Migration Test, complete and agree a Placing Reliance RACI with your partners (Please complete the template [REF-06]* [MHHS-DEL2570 MHHS SIT Migration PR RACI Template v1.0](https://mhhsprogramme.sharepoint.com/:p:/r/sites/Market-wideHalfHourlySettlement/Testing%20Documents/MHHS-DEL2570%20-%20MHHS%20SIT%20Migration%20PR%20RACI%20-%20Template%20v1.0.pptx?d=wce26d0d31d624355bce6b1b77d7cd68d&csf=1&web=1&e=jwy8oY)*. Please confirm you have completed the placing reliance RACI and evidence agreement with the SI test team and provide the agreed RACI embedded in the appendix of this report.*

*Note - this requirement is not applicable if you are not adopting the placing reliance policy.*

|  |  |  |  |
| --- | --- | --- | --- |
| Placing Reliance RACI | Status | Commentary | Forecast Date for completion |
| Placing Reliance RACI completed and agreed with SI | *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 2: Placing Reliance RACI Status

## SIT Migration Test Readiness Status

*In this section please provide a status against the following key participant owned readiness tasks*

*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 SIT Migration Test execution.*
  + *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 SIT Migration Test execution start.*
* *For tasks that were due to be completed at the time of writing this report, but are currently outstanding, please provide a forecast date and details of the exception and work off plan in Section 2.13 ‘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 2.13 ‘Exceptions and Work Off Plan’.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| # | Task Category | Task | MHHS Target Date | RAG  Status | Commentary | Forecast Date |
| 1 | PIT | PIT Approach and Plan – Complete | 11/04/2024 |  | *e.g., ‘Complete’, ‘On track’*  *Or.*  *see Section 2.13 ‘Exceptions and Work Off Plan’ #1 for details.* | *If different to ‘MHHS Target Date’* |
| 2 | PIT | PIT Requirements to Test Traceability Matrix – Complete | 18/04/2024 |  |  |  |
| 3 | PIT | PIT Test Scenarios – Complete | 18/04/2024 |  |  |  |
| 4 | PIT | PIT Execution – Complete | 10/05/2024 |  |  |  |
| 5 | PIT | Final PIT Completion Report– Complete | 17/05/2024 |  |  |  |
| 6 | PIT | PIT Completion Status | 10/05/2024 |  |  |  |
| 7 | Data | PPs confirmation that data is ready for SIT Migration | 31/05/2024 |  |  |  |
| 8 | Environments | MHHS code deployed to SIT PPs' envs | 31/05/2024 |  |  |  |
| 9 | Placing Reliance | Re-issue Placing Reliance Proposal for SIT Migration Test (If Applicable) | 10/04/2024 |  |  |  |

Table 3: Key SIT M Readiness Tasks

## SIT Migration Test Entry Criteria

*Provide a status against each SIT Migration Test participant entry criteria as listed in [REF-01]* [MHHS-DEL1781 SIT Migration Test Approach and Plan v1.0](https://www.mhhsprogramme.co.uk/uploads/f96747a9-081b-428b-b9f3-c09922807a2f/MHHS-DEL1781_SIT_Migration_Test_Approach_&_Plan_v1.0.pdf)*. 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 SIT Migration Test 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 SIT Migration Test 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 2.13 ‘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 2.13 ‘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 SIT Migration Test stage has been submitted, assured by the SI and any work off plans agreed and tracked - please refer to [REF-02] [MHHS-DEL852 Pre-Integration Testing Guidance v2.5](https://www.mhhsprogramme.co.uk/uploads/9b633f4c-1ef2-41cf-bb9b-6b1c25fda7f3/MHHS-DEL852_-_Pre-Integration_Testing_Guidance_v2.5.pdf) for full details of the PIT exit criteria.  Please state if your PIT has been completed against MHHS Migration Design Interim Release IR7.2 and provide details of risk assessments and regression testing planned against IR7.3 as required. | *Met* |  | *e.g., All MHHS PIT Completed and Final PIT Exit Report issued to SI Test Assurance Team for assurance review.*  *A risk assessment of IR7.3 and has been carried out and regression testing planned to be executed by X date (see section '2.13 - Exceptions and Work Off Plans' for details’)* | *SI Test Assurance Approval received* | *Test Assurance Approval email - See appendix A/B/X…* |
| 2 | Test Data allocation has been loaded verified, and ready. See [REF-05] [MHHS-DEL 1662 SIT Migration Test Data Approach and Plan v1.0](https://www.mhhsprogramme.co.uk/uploads/f3e96238-11e8-4c88-b2df-8f6f15bdd7a8/MHHS-DEL1662_-_SIT_Migration_Test_Data_Approach_&_Plan_v1.0.pdf) | *In Progress* |  | *e.g., See Section 2.13 ‘Exceptions and Work off Plans’ item # 2* |  |  |
| 3 | Participant users have been onboarded to the MHHS Test Management Tool. | *Not Started* |  | *e.g., See ‘Exceptions and Work off Plans’ item # 3* |  |  |
| 4 | Participants have confirmed they have resources with the requisite skills and system access to support the test stage execution and defect management process. | *Met* |  | *e.g., All SIT Migration Test and Support resources named in section 2.6 have been mobilised and ready to commence testing.* | *This report* | *See Section 2.6* |

Table 4: Entry Criteria Status

## Outstanding PIT Defects

*Please provide details of any open/outstanding PIT Defects that current prevent MHHS design compliance or impact planned SIT Migration Test execution. Please note any items listed here will be loaded in the MHHS Test Management tool for tracking through to resolution.*

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

Table 5: Outstanding PIT Defects

## Risks

*This section is an opportunity to highlight any newly identified risks in your testing that may impact your SIT Migration Test readiness or execution. Please provide details of any planned mitigations.*

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

Table 6: Risks

## Issues

*This section is an opportunity to highlight any newly identified issues int your testing, not already covered in this report that are also impacting your SIT Migration Test readiness or execution plans. Please provide details of planned resolutions.*

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

Table 7: Issues

## 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 SIT Migration Test interval execution.*

*Additional Notes:*

* *If outstanding PIT defects are included, to avoid duplication please just add the references identified in Section 2.10 ‘Outstanding Defects’ within the ‘Exception Summary’ field, but please do provide details of the work 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 SIT Migration Test/s 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 2.12 ‘Issues’.*
* *Please be clear if any items, defects or issues prevent MHHS Interim Release 7.2/7.3 Design compliance or may impact any planned SIT Migration Test tests in scope.*
* *Please include any plans to regression test against IR7.3*

*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, and are likely to be accepted into SIT, or if the nature of the exception and work plan prevents this, or has the potential to materially impact other participants in SIT Migration Test.*

|  |  |  |  |
| --- | --- | --- | --- |
| # | Exception Summary | Work off plan summary | Target Resolution Date |
| *1* | *Please articulate any way this may impact your SIT Migration Test interval execution plans if unresolved prior to, or during SIT Migration Test execution.* |  |  |
| *2* |  |  |  |

Table 8: Exceptions and Work Off Plans

## SIT MigrationTest Readiness Declaration

*This section is your organisations’ SIT Migration Test readiness statement and recommendation to proceed or not into SIT Migration Test execution.*

|  |  |
| --- | --- |
| Participant SIT Migration Test Readiness Declaration | Participant Stakeholder Sign Off Evidence |
| *<Insert Organisation Name> has completed MHHS Interim Release 7.2 compliant build and PIT activities, has risk assessed and regression tested test against IR7.3, and is ready to commence MHHS SIT Migration Testing against IR7.3 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 not ready to commence MHHS Migration Test subject to the Exceptions detailed in Section 2.13 ‘Exceptions and Work Off Plans’.* | *Evidence embedded here / Please see Appendix B* |

Table 9: SIT Migration Test Readiness Declaration

# Appendix A – Placing Reliance RACI

*<Please provide if applicable>*

# Appendix B – Evidence of stakeholder sign off

*<Provide all relevant evidence embedded in the appendix e.g. proof of stakeholder sign off / approval emails –*

*<please add additional appendix sections as required>*