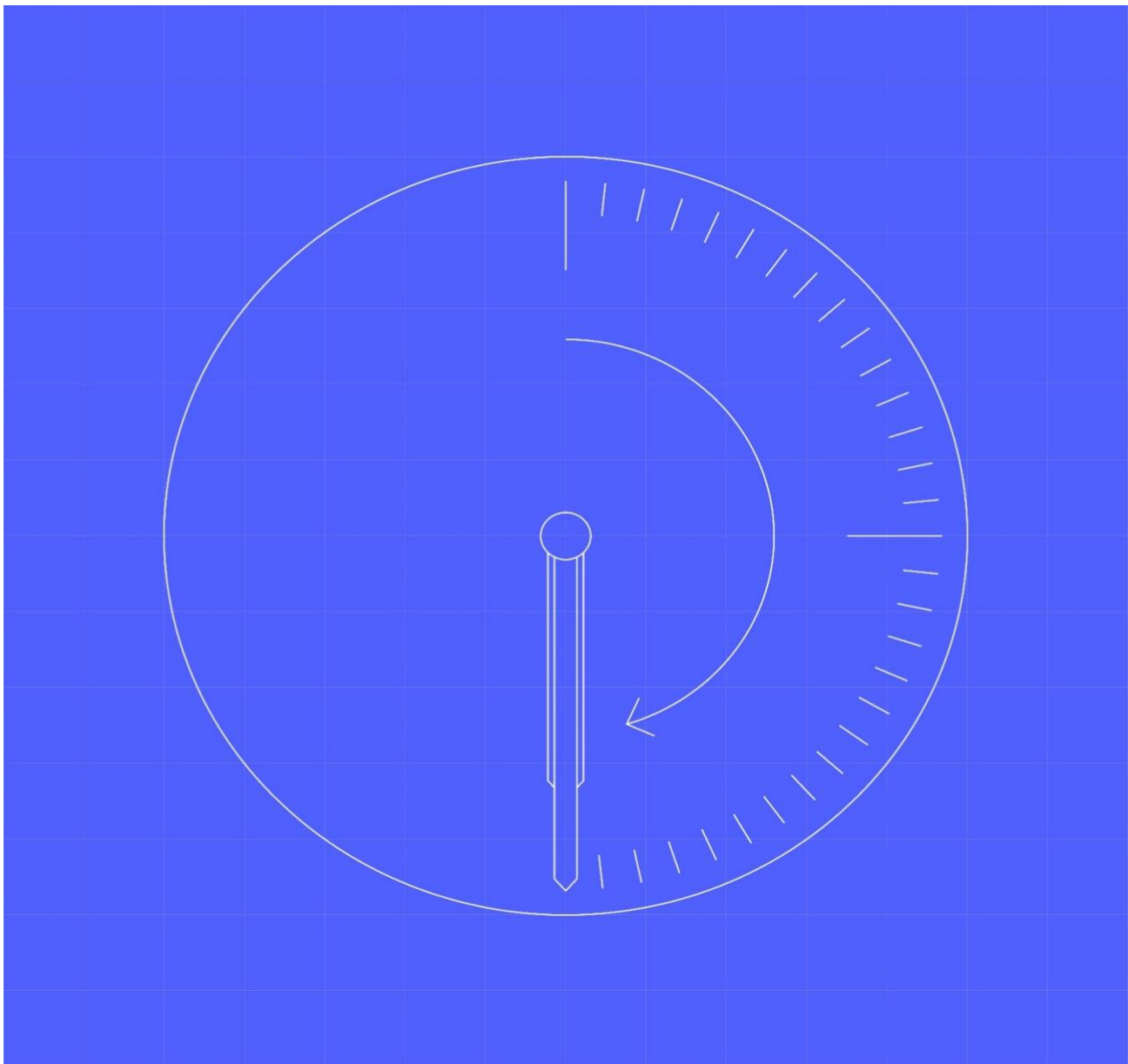


MHHS Webinar: Change Control #2 CR050



Document owner

Roisin Quinn

Status:

Approved

Document number

DEL2596

Date

14 May 2024

Version

1.0

Classification

Public

Change Record

| Date | Author | Version | Change Detail |
|-------------|-----------|---------|---------------|
| 14 May 2024 | Immy Syms | 1.0 | First Copy |
| | | | |
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Reviewers

| Reviewer | Role |
|--------------|----------|
| Roisin Quinn | PMO Lead |
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Q1. How will the Change Board ensure that there is impartiality in their decision making? Is this just a programme only Board, rather than DAG who has industry participants?

The Change Board is attended by members of the Programme, as well as the IPA who act as an independent assurer. Industry attendance is welcomed at the pre-impact assessment webinar and the Programme Steering Group. Programme Participant input is gathered via the Impact Assessment process.

Q2. How are any proposed changes that do not meet the requirements of the change board and therefore not moved to the IA stage communicated (with reason)?

Headline reports from Change Board are published on the Collaboration Base. These will include any rejected Change Requests and the rationale behind the rejection. Rejected Change Request and their reason for rejection will also be listed on the Change Log, which can be accessed via the Participant Checklist.

Q3. Why the focus on M10 only and is this reviewed post M10?

At M10, when MHHS go-live is reached, the Programme will no longer be responsible for managing Change Requests. The Programme will work closely with the Code Bodies to ensure that changes that did not meet the requirements of the Change Freeze are handed over into the BUA change process.

Q4. Is the Change Board transparent enough to ensure industry representation in decision making?

The Change Board is attended by members of the Programme, as well as the IPA who act as an independent assurer. Headline reports from Change Board are published on the Collaboration Base, which include all approval decisions and their rationale. Further, we both Change Board and Programme Steering Group papers, which include summary reports of Impact Assessment responses. Decisions made by the Change Board are ratified by the Programme Steering Group, which is attended by industry representatives.

Q5. Will there be an opportunity for the change raiser to respond to IA comments?

Yes. Following an Impact Assessment, the Programme will engage with the Change Raiser, if any completed Impact Assessment require responses.

Q6. Will you consider two webinars pre and post IA?

The purpose of the webinar is to engage Programme Participants ahead of the Impact Assessment response window, to ensure all parties have a robust understanding of the Change Request they are assessing. Industry engagement following an Impact Assessment should occur via constituency representatives who attend the Programme Steering Group.

Q7. Can the Programme in the IA confirm all touch points with industry for clarity and at which stage?

The Programme will include industry touchpoints within the Change Request before it is submitted to Impact Assessment.

Q8. Can the Programme confirm in the IA that industry has no touch point post IA and prior to the Programme issuing its recommendation to the PSG?

Industry engagement following an Impact Assessment should occur via constituency representatives who attend the Programme Steering Group. This is reflective of the original Change Control process, whereby Programme Participants were encouraged to speak to their respective Advisory Group representatives should they have concerns regarding the approval of a Change Request. Participants are also welcome to contact their PPC representative at any stage during the process.

Q9. Could the rationale for removing the industry touch point which existed post IA via the DAG be included please?

The industry touchpoint is not being removed; it is being transferred from singular advisory groups to the Programme Steering Group. The rationale for the change being, that at this stage in the Programme, we need to approach Change Requests from a cross-workstream, holistic viewpoint rather than from a singular workstream lens. In advance of PSG, Industry will be engaged via the webinar, the impact assessment process, and throughout the decision-making process through their constituency representatives as per the previous process. Participants are encouraged to contact their PSG rep if they have particularly strong views or concerns regarding the approval of any Change Request.