MHHS PROGRAMME

Industry-led, Elexon facilitated

SIT Non-Functional Day-in-the-life (DITL) Guidance

MHHS-DEL3933

Version 1.0

Document overview

The **SIT Non-Functional Test (SIT NFT) Day in the Life (DITL) Guidance Document** provides Systems Integration Testing (SIT) participants with a detailed insight into how the Programme and participants will work together to deliver a successful SIT Non-Functional Test Cycle.

Participants will be able to use this document to **gain an understanding** of how the Programme will facilitate their **successful execution of SIT NFT and subsequent Test Exit** across a number of different areas.

The Programme is committed to supporting participants in building their readiness for SIT NFT in line with their assigned Cohort(s). This document enables this readiness by **providing participants with detail on how SIT NFT will feel and look, and they will be expected to engage**.

This document is intended to **drive a two-way dialogue between the Programme and the SIT participants.** Please provide input and feedback on this document during the SIT NFT DITL Discussion session.

We are committed to using the discussion to **identify risks and potential blockers** to progress prior to the commencement of your SIT NFT Cohort.

Navigating the DITL pack - the SIT NFT DITL pack is comprehensive and consolidates appropriate DITL materials published for Cycles 1 through to 3 of functional testing as well as interim guidance material published to Participants alongside new content specific to SIT NFT

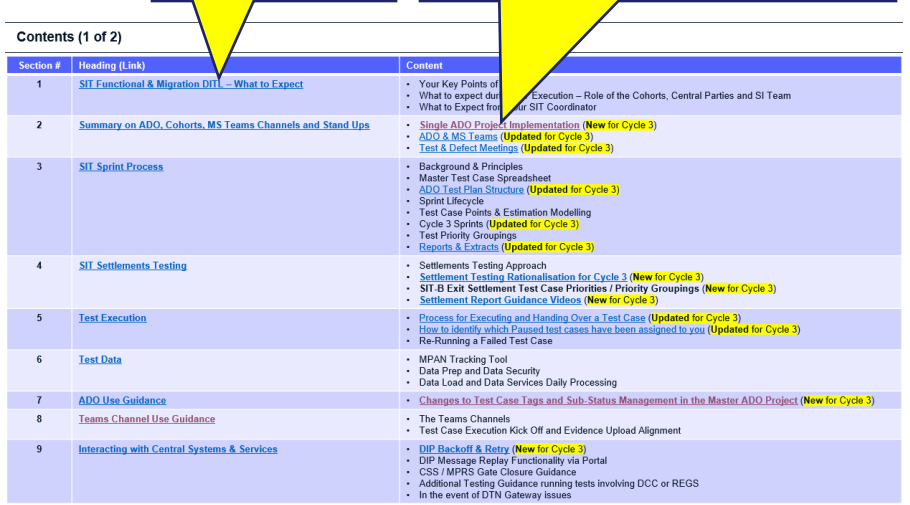
Notes on Content Navigation:

1. The pack is organised into sections which can be found on the Contents pages
2. Each Contents section heading is also a link which can be Ctrl-clicked on to navigate to that part of the pack, in addition links are provided to sections that have been added or changed for SIT NFT
3. Content that is '**New** for SIT NFT' or is labelled in the top right-hand corner of each slide
4. For ease of navigation each page of the pack contains a link in the bottom right-hand corner of the slide which can be Ctrl-clicked to return to the Contents page

1 & 2.

Document Hyperlinks for each Section

Document Hyperlinks for Sections that are new or updated for SIT NFT



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Section #	Heading (Link)	Content
1	SIT Functional & Migration DITL – What to Expect	• Your Key Points of … • What to expect dur… Execution – Role of the Cohorts, Central Parties and SI Team • What to Expect fro… ur SIT Coordinator
2	Summary on ADO, Cohorts, MS Teams Channels and Stand Ups	• Single ADO Project Implementation (New for Cycle 3) • ADO & MS Teams (Updated for Cycle 3) • Test & Defect Meetings (Updated for Cycle 3)
3	SIT Sprint Process	• Background & Principles • Master Test Case Spreadsheet • ADO Test Plan Structure (Updated for Cycle 3) • Sprint Lifecycle • Test Case Points & Estimation Modelling • Cycle 3 Sprints (Updated for Cycle 3) • Test Priority Groupings • Reports & Extracts (Updated for Cycle 3)
4	SIT Settlements Testing	• Settlements Testing Approach • Settlement Testing Rationalisation for Cycle 3 (New for Cycle 3) • SIT-B Exit Settlement Test Case Priorities / Priority Groupings (New for Cycle 3) • Settlement Report Guidance Videos (New for Cycle 3)
5	Test Execution	• Process for Executing and Handing Over a Test Case (Updated for Cycle 3) • How to identify which Paused test cases have been assigned to you (Updated for Cycle 3) • Re-Running a Failed Test Case
6	Test Data	• MPAN Tracking Tool • Data Prep and Data Security • Data Load and Data Services Daily Processing
7	ADO Use Guidance	• Changes to Test Case Tags and Sub-Status Management in the Master ADO Project (New for Cycle 3)
8	Teams Channel Use Guidance	• The Teams Channels • Test Case Execution Kick Off and Evidence Upload Alignment
9	Interacting with Central Systems & Services	• DIP Backoff & Retry (New for Cycle 3) • DIP Message Replay Functionality via Portal • CSS / MPRS Gate Closure Guidance • Additional Testing Guidance running tests involving DCC or REGS • In the event of DTN Gateway issues

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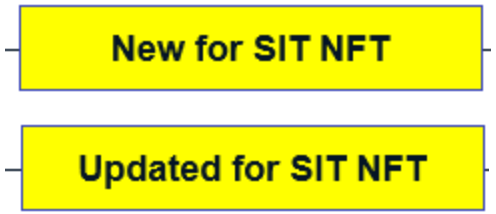

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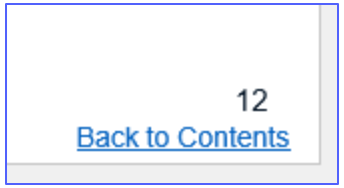

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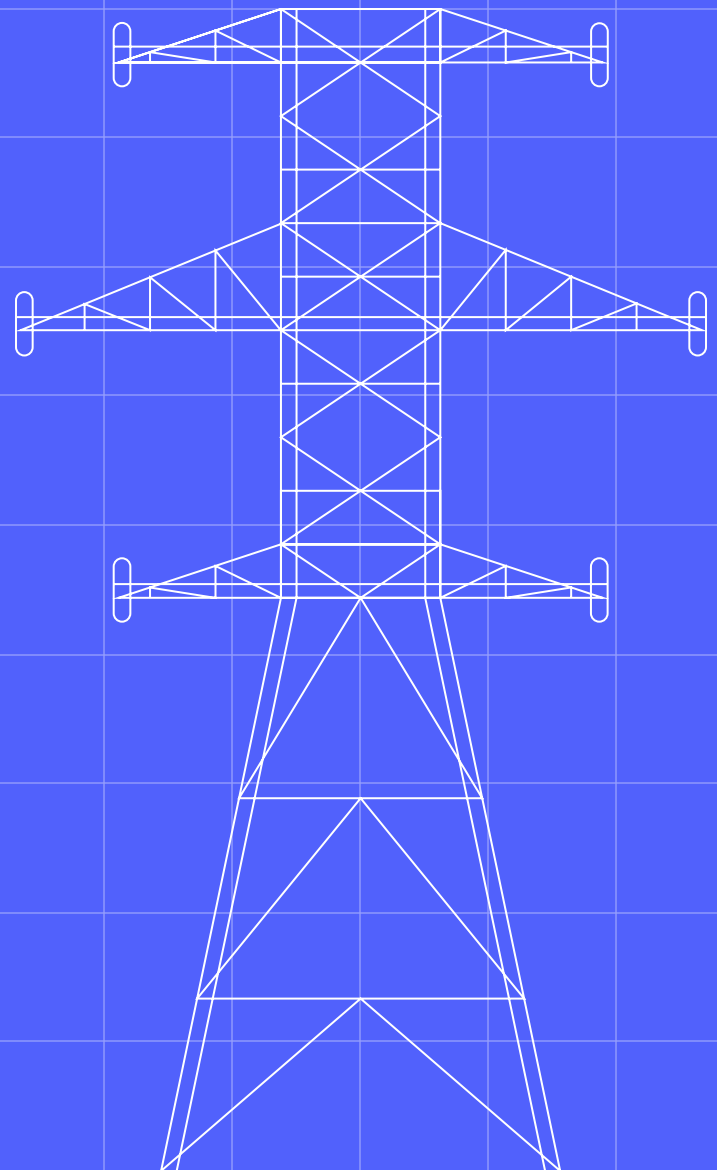
Section #	Heading (Section Links)	Content (Including Links for those areas that are New or Updated for Cycle 3)
11	Test Evidence	• Introduction to Test Evidence capture requirements (Updated for SIT NFT) • Test Evidence Capture Policy • Instructions on How to Capture Test Evidence in ADO (Updated for SIT NFT) • Instructions for transferring Test Evidence in the event of a failed test case run
12	Release Management	• Guidance for Central and Non-Central Parties
13	Suspension and Resumption Criteria	• SIT Suspension and Resumption policy
14	Test Exit	• Test Exit Criteria and Reporting
15	Cohort Engagement Guidelines	• Guidelines on expectations relating Cohort participation and behaviours
16	Escalation	• Overall Test and Defect Escalation process
Appendix	Appendix A: Key SIT NFT Artefacts	**Collaboration Base links to the following documentation artefacts:** • SIT NFT and Test Data Approach and Plans (Updated for SIT NFT) • SIT NFT Test Cases (Updated for SIT NFT) • Defect Management Plan • Environments and Release Management Approach and Plans • ADO User Guidance Documents

SIT Non-Functional DITL - What to Expect



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Your key points of contact – LDP and SRO

Updated for SIT NFT

We have provided the key contacts below for each of the parties involved in your SIT Functional and Migration Testing. Delivering SIT NFT successfully will be a collaborative process, it is important you have knowledge of and communication with (via Teams) your fellow participants and key members of the Programme.

Name	Role	Email Address
System Integrator (SI)		
David O'Riordan	*SIT Delivery Manager*	David.ORiordan@mhhsprogramme.co.uk
Iain Smith	*SIT NFT Coordinator 1 (Cohorts A & J)*	Iain.Smith@mhhsprogramme.co.uk
Gururaj Pathikonda	*SIT NFT Coordinator 2 (Cohorts B & F)*	Gururaj.Pathikonda@mhhsprogramme.co.uk
Iain Smith	*SIT NFT Coordinator 3 (Cohorts G & H)*	Iain.Smith@mhhsprogramme.co.uk
Gururaj Pathikonda	*SIT NFT Coordinator 4 (Cohorts C & E)*	Gururaj.Pathikonda@mhhsprogramme.co.uk
Iain Smith	*SIT NFT Coordinator 5 (Cohorts A & G & J)*	Iain.Smith@mhhsprogramme.co.uk
David O'Riordan	*SIT Non-Functional Lead*	David.ORiordan@mhhsprogramme.co.uk
Heath Thomas	*Test Support Lead*	Heath.Thomas@mhhsprogramme.co.uk
Carol-Anne Smith	*Defect Manager*	carol-anne.smith@mhhsprogramme.co.uk
Salman Bukhari	*Defect Manager*	Salman.Bukhari@mhhsprogramme.co.uk
Mohammed Abdullah	*Defect Manager*	mohammed.abdullah@mhhsprogramme.co.uk
Sreeja Dutta	*Environments and Release Lead*	sreeja.dutta@mhhsprogramme.co.uk
Programme Party Coordinator Team		
Bushra Ali	*PPC Lead*	Bushra.Ali@mhhsprogramme.co.uk
Annabel Atkins	*PPC Testing Workstream Partner*	Annabel.Atkins@mhhsprogramme.co.uk
Escalation Points		
Roger Robar	*SI Programme Test Manager (LDP)*	roger.robar@mhhsprogramme.co.uk
Keith Clark	*Programme Director (LDP)*	Keith.Clark@mhhsprogramme.co.uk
Smitha Pichrikat	*Client Delivery Programme Manager (SRO)*	Smitha.Pichrikat@MHHSprogramme.co.uk
Adrian Ackroyd	*Programme Test Manager (SRO)*	Adrian.Ackroyd@MHHSprogramme.co.uk
Phil Heiton	*SIT Non-Functional Lead (SRO)*	Phil.Heiton@mhhsprogramme.co.uk

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What to expect during SIT NFT Execution (Cohorts and Central Parties)

Role of the Cohorts and Central Parties

- To provide resources to support a 9am – 5pm testing day (UK time)
- Be accountable for the execution of allocated tests, passing on test cases to downstream cohort members
- To self-manage test execution within Cohorts **and** to be present and responsive to Cohort members and SI within MS Teams Channels
- To attend and contribute to daily stand up and defect meetings
- To provide sufficient support resources to enable the resolution of PP defects in a timely manner
- To capture test evidence and provide it to the SIT NFT coordinators for upload into ADO

Additional Role of the Central Parties

- To support Cohort test execution and attend Cohort Participant stands ups by exception
- To attend and contribute to a daily Central Party stand up and defect meetings and flag any capacity risks, issues or blockers to the SI
- Provide sufficient support resources to enable the resolution of Central Party defects
- To capture test evidence and provided it to the SIT NFT coordinators for upload into ADO

Role of the SI

- Provide ADO access, training and ongoing support
- Provide the Test Cases and associated Data for Cohort / PP testing
- Provide private MS Teams channels for SI, Central Parties and Cohort Members to communicate
- Provide NFT Theme test assignment per cohort
- Assign a SIT NFT Coordinator for each cohort as the primary SI point of contact for PPs
- Triage and Manage Central Party defects (Cohort specific defects by exception)
- **Host and Chair daily Participant meetings (Vary by Theme):**
  - Theme 1 PPs/Paired CoS-CoA-UMSDS Cohort Stand Ups/Cohort Stand Ups (1/5/1 meetings per day/15 mins each)
  - Central Parties Stand Ups (1 meeting per day / 30 mins)
  - Central Party Defect Meetings (1 meeting per day / 60 mins)
- **Provide Test & Defect MI & Reports**
  - Daily Reports on activity progress (Planned v Actual)
  - Objective reporting showing coverage against requirements based on activity
  - Post-Theme Reporting
  - Defect MI based on ADO work item statuses filtered for NFT relevant items
- Dynamically revise and communicate Cohort Theme test assignments in response to blocking issues, or Central Party support capacity
- Coordinate Releases and Deployments and assure PP test execution results / evidence

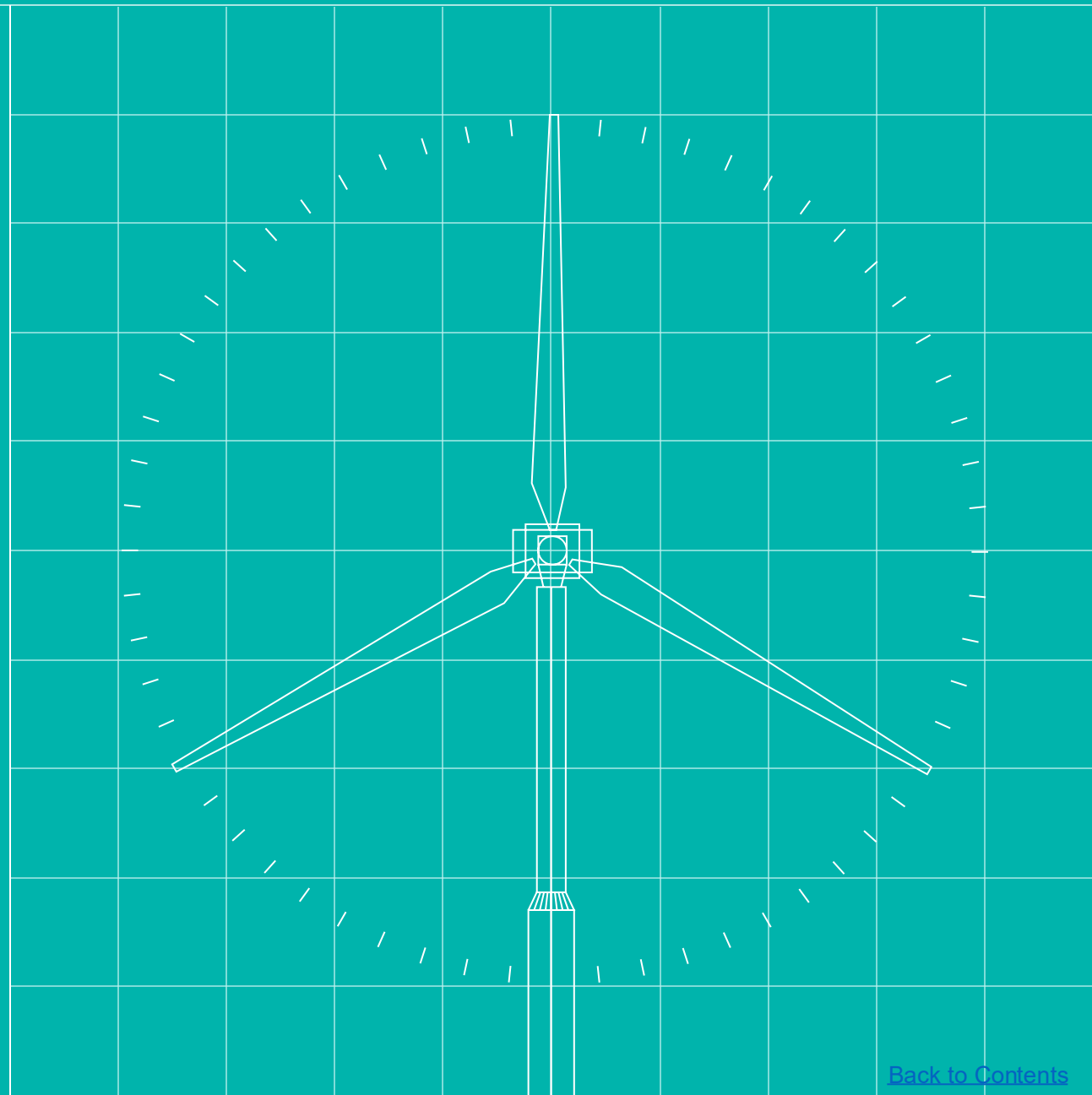
SIT NFT Coordinator

The SIT NFT co-ordinator will orchestrate each Cohort's test execution and progress; the SI SIT NFT Coordinator is the primary SI point of support contact for Participant Cohort testing on a day-to-day basis.

The coordinator will:

- Chair daily stand-up meetings for your cohort, and paired cohort testing to confirm test execution for the day.
- Dynamically maintain the Cohort and Paired Cohort Test case assignments in ADO, this will involve an ongoing dialogue with the cohort members to advise on Central party defects and support constraints that may impact testing and require a change in priority or allocation, also considering Cohort specific issues and defects that could influence the proposed priorities. **Note -** In some cases this may also include setting Cohort test cases to 'Blocked' status in ADO when a Central Party defect resolution is required.
- Guide Participants on adherence with the SIT NFT DITL ways of working, and associated ADO processes during testing.
- Provide Participants with initial triage support when issues or defects are encountered.
- Facilitate contact and meetings with SI Test, Data and Design SMEs or Defect Management teams when required.
- Facilitate ADO support as and when required.
- Engage with and support the central triage process for defects.
- During a testing day the Coordinator will communicate any newly raised severe defects or environment issues which could impact planned testing.
- Guide Central Parties on when test evidence is required for a Cohort test case.
- Escalate Cohort specific support requirements to the SIT Delivery Manager when required.

Summary on ADO, Cohorts, MS Teams Channels and Stand Ups



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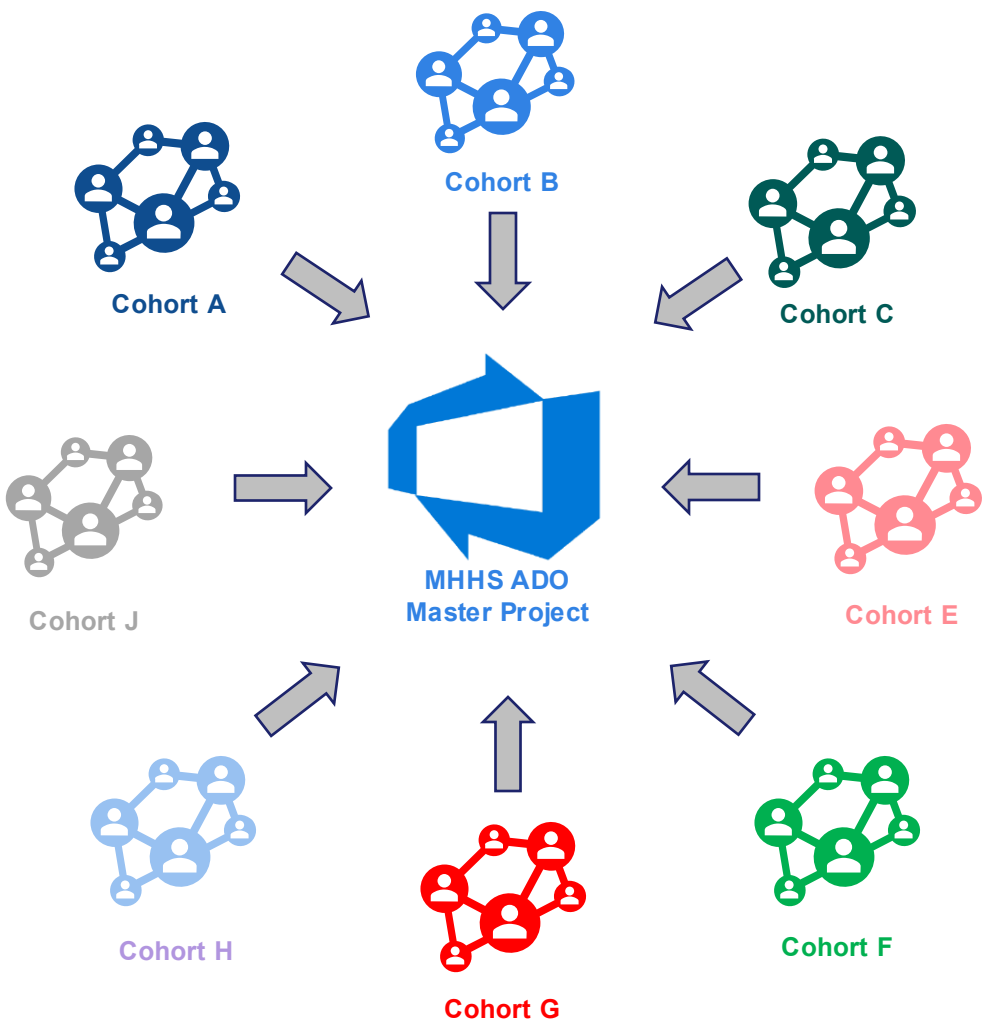
Single ADO Project Implementation (1 of 2)



Benefits of a single ADO Project:

- All SIT Participants have visibility of all Tests on the SIT Backlog in ADO (Programme will maintain control of test assignments to sprints)
- SIT Participants have visibility of all defects to inform day-to-day testing decisions
- Centralised real time ADO test status and defect dashboard
- Efficiencies gained in Test Case maintenance and deployment

ADO Technical Implementation:

- Cohort members were granted access and sent a link to the Master ADO project which will be where all SIT testing and defect management activity is being undertaken from 7th Oct onwards
- Participants were invited to drop-in learning sessions in w/c 30th Sept

Single ADO Project Implementation (2 of 2)

What will be different after the cutover (ADO Guidance docs and learning sessions provided – See Appendix A):

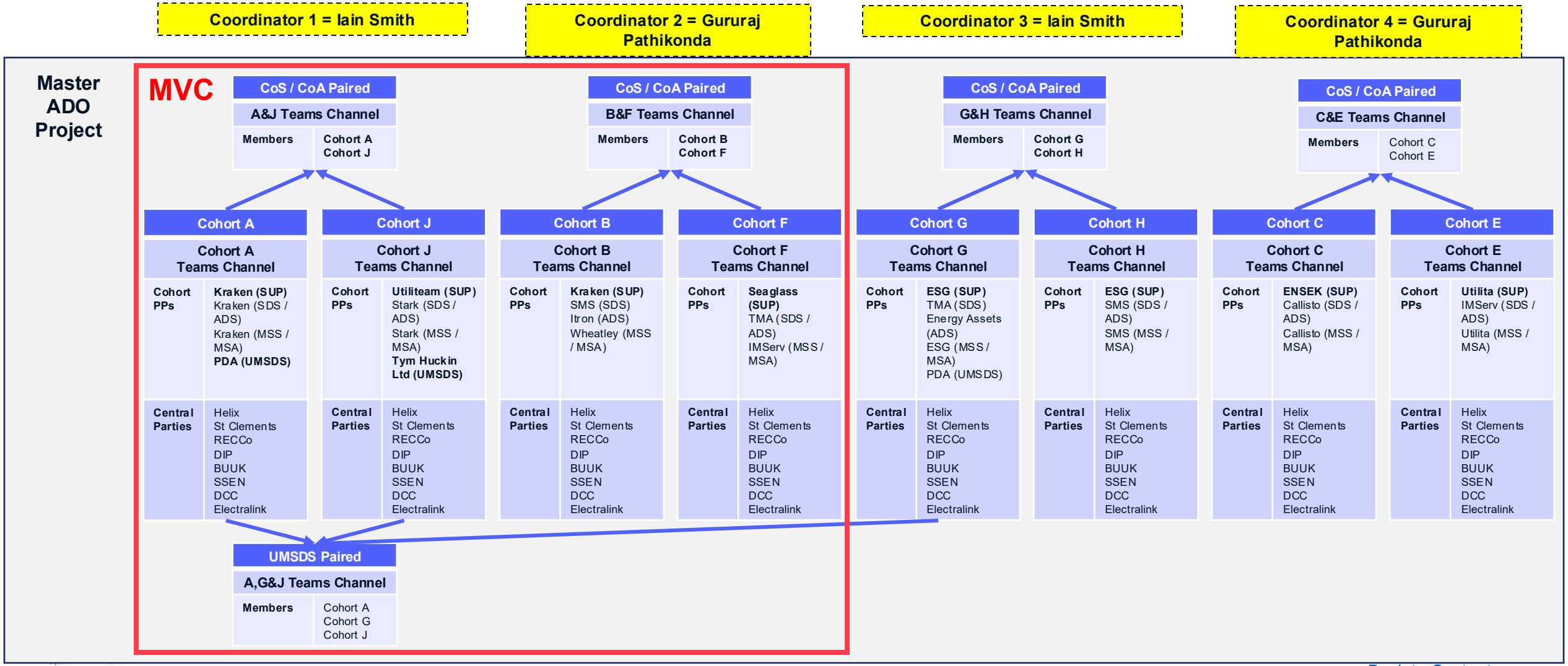
- When logging into the Master ADO project Cohort members will see a different test plan structure that is based around the Stages at the top level (i.e. SIT F Cycle 3, SIT Settlement, SIT M, SIT NFT, SIT Ops)
- Below the SIT stage plan, PPs will see a suite folder for each Theme, and a sub suite folder for their individual Cohort or Paired Cohort to execute testing from e.g.
    - Theme 3
        - Theme 3 - Cohort A
        - Theme 3 - Cohort B
        - Theme 3 - Cohort x… etc…
- Cohorts will see ADO test status dashboards for all Sprints and Cohorts
- Cohorts will see all Central Party and Cohort defects and associated defect dashboards
- **Changes to ADO functions / ways of working:**
    - A new mechanism to secure commercially sensitive test evidence and defect attachments will be provided for use (if required), the existing mechanism for test evidence and defect attachment upload will still remain
    - Maintenance of Test Case Tags and Sub-Statuses (See ADO Use Guidance)
    - **Note:** All other functions and ways of working within ADO will remain the same as they are now
- The Daily Defect Management meeting will be run directly from the Master ADO Project
- PPs will be able to proactively raise test case defects against their back log if required, thus reducing the impact of TC defects

What will not change following cutover:

- The SI NFT team will continue to manage the selection and assignment of test cases to Cohort sprint folders
- Stand ups and use of Teams Channels for communication and coordination remain unchanged
- All other DITL testing, data and defect management processes and ways of working remain unchanged with the proviso that it will be the SIT NFT coordinators primarily updating ADO to reflect activities completed
- **MI / Reporting:**
    - **Activity Reporting** - Tests planned against actual each day, manually generated by SI Team on a daily basis and circulated via email
    - **Objective Reporting** – Based on completed activity track what requirements/objectives have been met so far, may be an automated process from ADO or manually generated
    - **Defect Reporting** – will be unchanged, extracts will contain the status of all SIT NFT related defects along with the status of all tests assigned to Cohort sprints and associated defects in the Master ADO project

SIT NFT - ADO / MS Teams

- In SIT NFT all Cohort and Central Party ADO users now have access to a single Master ADO Project instances for Testing and Defect management
- Each Main and Paired Cohort continue to communicate on the same Private MS Teams Channel with the same PP members
- SI and Central Parties are members of all Teams Channels



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SIT NFT Theme 1 Test & Defect Meetings

Meetings Hosted & Chaired by SI	Internal / External	Time	Duration	Chaired by	Objective / Purpose	MHHS Attendance Requirements							
						SI NFT	Defect Managers	SI Design	SRO Design	SRO Test	Release Manager	ADO Team	PPC
Theme 1 PPs Stand Up Pre execution check (Theme 1 PPs Only – Avanade, Helix)	External	9:00 AM	15 Mins	SIT NFT Coordinator 1	**Purpose -** To discuss that day's Theme 1 PPs testing schedule and discuss any blockers that may impact execution. **Standing Agenda:** • Validate planned tests for the day from the execution schedule / order. • Discuss any Theme 1 PP defects or blockers impacting the planned testing. • By Exception – discuss specific defects or topics with contribution from Central Parties, Defect Management, Test SMEs or the Design Team.	X	By Exception	By Exception		Optional		Optional	FYI
Daily Design Team Stand Up	Internal	10:00AM	15 mins	Design Team	**Purpose -** to feedback / discuss any design issues ahead of the 11am Defect Triage Meeting			X	X				
Daily Defect Triage Meeting	Internal	11:00 AM	30 Mins	Defect Management	**Purpose -** the Programme will review all new defects and assess if they are legitimate defects. If yes, then Triage will allocate the Defect to the right Resolver Group	X	X	X	X	X	X	Optional	FYI
Daily Defect Management Meeting	External	02:30 PM	60 Mins	Defect Management	**Purpose -** Review Theme 1 PP defect status, owners, and progress updates, based on priority and/or severity of the defect, including the planning and coordination of Central Party fix releases.	X	X	X	X	X	X	Optional	FYI
Theme 1 PPs Stand Up Post Execution check (Theme 1 PPs Only – Avanade, Helix)	External	03:30 PM	30 Mins	SIT NFT Coordinator 1	**Purpose -** To discuss that day's Theme 1 PPs testing outcomes and discuss any blockers that may impact execution. **Standing Agenda:** • Review of todays activity and outcomes • Validate completed planned tests for the day from the execution schedule / order. • Discuss any Theme 1 PPs defects or blockers impacting the planned testing.	X	By Exception	By Exception		Optional		Optional	FYI
Central Parties Stand Up (CPs Only)	External	04:00 PM	30 Mins	SIT NFT Coordinator 1	**Purpose -** To discuss that day's Central Parties testing outcomes and discuss any blockers that may impact execution. **Standing Agenda:** • Review of todays activity and outcomes • Validate completed planned tests for the day from the execution schedule / order. • Discuss any Central Parties defects or blockers impacting the planned testing. • By Exception – discuss specific defects or topics with contribution from Central Parties, Defect Management, Test SMEs or the Design Team	X	X	X	X	X	X	X	X
MHHS Daily Stand Up	Internal	04:30 PM	30 Mins	SIT Delivery Manager	**Purpose –** internal MHHS meeting to discuss high priority issues, blockers and releases	X	X	X	X	X	X	X	X

In order to attempt to minimise meeting overload across all workstreams it should be noted that the green highlighted meetings in this and the following tables are existing sessions in the calendar which NFT activities may 'piggy-back' on as a forum to raise NFT specific issues

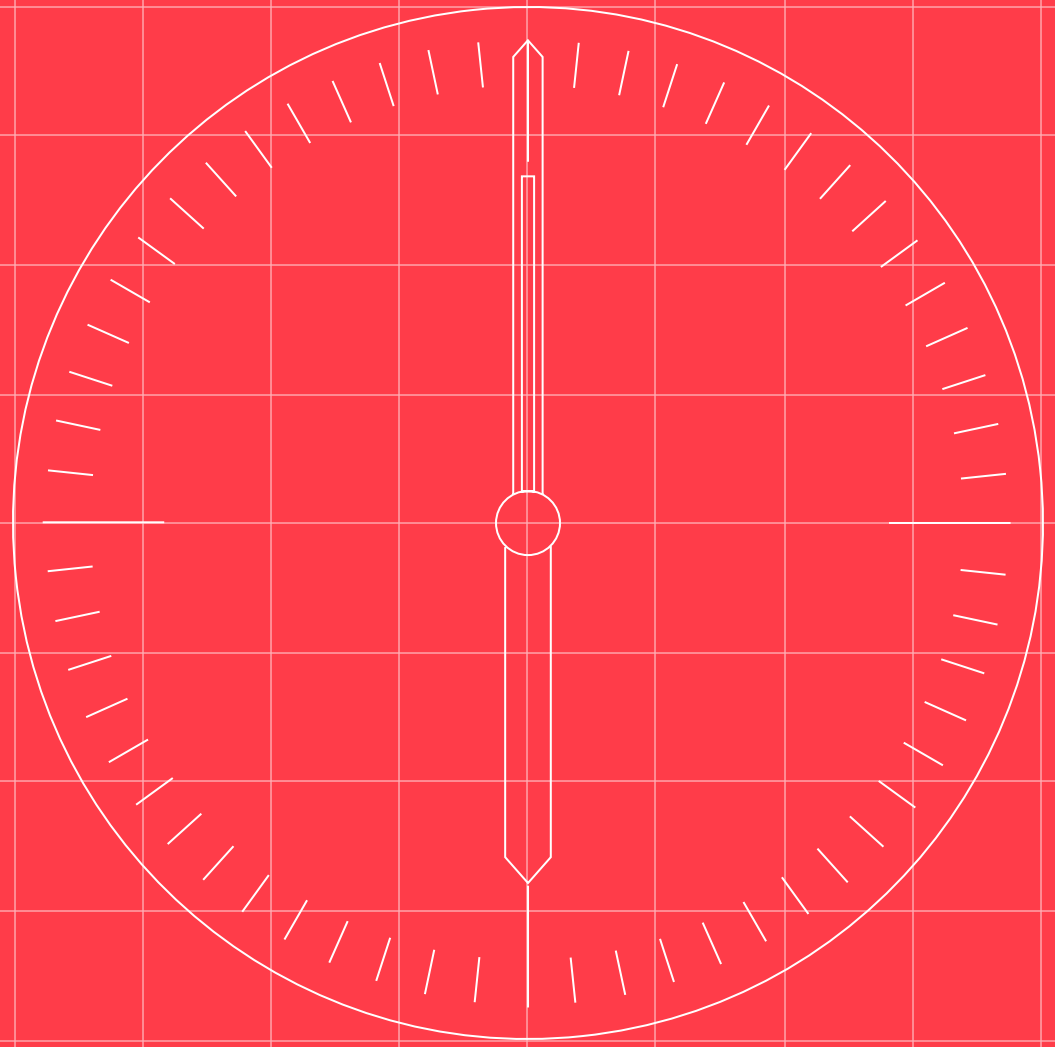
SIT NFT Theme 2 Test & Defect Meetings

Meetings Hosted & Chaired by SI	Internal / External	Time	Duration	Chaired by	Objective / Purpose	MHHS Attendance Requirements							
						SI NFT	Defect Managers	SI Design	SRO Design	SRO Test	Release Manager	ADO Team	PPC
G&H Linked Cohort Stand Up Data Prep	External	9:00 AM	15 Mins	SIT NFT Coordinator 1	**Purpose -** To discuss that day's linked Cohort testing schedule, aligning of data and discuss any blockers that may impact execution. **Standing Agenda:** • Validate planned tests for the day from the execution schedule / order. • Discuss any Cohort or Central Party defects or blockers impacting the planned testing. • By Exception – discuss specific defects or topics with contribution from Central Parties, Defect Management, Test SMEs or the Design Team.	X	By Exception	By Exception		Optional		Optional	FYI
C&E Linked Cohort Stand Up Data Prep	External	9:00 AM	15 Mins	SIT NFT Coordinator 2		X	By Exception	By Exception		Optional		Optional	FYI
A&J Linked Cohort Stand Up Data Prep	External	9:15 AM	15 Mins	SIT NFT Coordinator 1		X	By Exception	By Exception		Optional		Optional	FYI
F&B Linked Cohort Stand Up Data Prep	External	9:30 AM	15 Mins	SIT NFT Coordinator 2		X	By Exception	By Exception		Optional		Optional	FYI
A/G/J UMSDS Linked Cohort Stand Up Data Prep	External	9:45 AM	15 Mins	SIT NFT Coordinator 1		X	By Exception	By Exception		Optional		Optional	FYI
Daily Design Team Stand Up	Internal	10:00AM	30 mins	Design Team	**Purpose -** to feedback / discuss any design issues ahead of the 11am Defect Triage Meeting			X	X				
Daily Defect Triage Meeting	Internal	11:00 AM	60 Mins	Defect Management	**Purpose -** the Programme will review all new defects and assess if they are legitimate defects. If yes, then Triage will allocate the Defect to the right Resolver Group	X	X	X	X	X	X	Optional	FYI
Daily Defect Management Meeting	External	02:30 PM	60 Mins	Defect Management	**Purpose -** Review Theme 1 PP defect status, owners, and progress updates, based on priority and/or severity of the defect, including the planning and coordination of Central Party fix releases.	X	X	X	X	X	X	Optional	FYI
A&J Linked Cohort Results Stand Up	External	03:30 PM	15 Mins	SIT NFT Coordinator 1	**Purpose -** To discuss that day's linked Cohort testing outcomes, request supporting test evidence. **Standing Agenda:** • Review of todays activity and outcomes • Validate completed planned tests for the day from the execution schedule / order. • Discuss any Cohort or Central Party defects or blockers impacting the planned testing. • By Exception – discuss specific defects or topics with contribution from Central Parties, Defect Management, Test SMEs or the Design Team.	X	By Exception	By Exception		Optional		Optional	FYI
F&B Linked Cohort Results Stand Up	External	03:30 PM	15 Mins	SIT NFT Coordinator 2		X	By Exception	By Exception		Optional		Optional	FYI
G&H Linked Cohort Results Stand Up	External	03:45 PM	15 Mins	SIT NFT Coordinator 1		X	By Exception	By Exception		Optional		Optional	FYI
C&E Linked Cohort Results Stand Up	External	03:45 PM	15 Mins	SIT NFT Coordinator 2		X	By Exception	By Exception		Optional		Optional	FYI
A/G/J UMSDS Linked Cohort Results Stand Up	External	04:00 PM	15 Mins	SIT NFT Coordinator 1		X	By Exception	By Exception		Optional		Optional	FYI
Central Parties Stand Up (CPs Only)	External	04:00 PM	30 Mins	SIT Delivery Manager	**As per the Linked Cohort Stand Ups, with the addition of discussing any Central Party support constraints or blockers which may impact planned Cohort testing, and the alignment of fix releases.**	X	X	X	X	X	X	X	X
MHHS Daily Stand Up	Internal	04:30 PM	30 Mins	SIT Delivery Manager	**Purpose –** internal MHHS meeting to discuss high priority issues, blockers and releases	X	X	X	X	X	X	X	X

SIT NFT Theme 3 Test & Defect Meetings

Meetings Hosted & Chaired by SI	Internal / External	Time	Duration	Chaired by	Objective / Purpose	MHHS Attendance Requirements							
						SI NFT	Defect Managers	SI Design	SRO Design	SRO Test	Release Manager	ADO Team	PPC
Cohort <Varied by day according to Theme 3 execution schedule> Test execution prep Stand Up	External	9:45 AM	15 Mins	SIT NFT Coordinator 1	**Purpose -** To discuss that day's linked Cohort testing schedule, aligning of data and discuss any blockers that may impact execution. **Standing Agenda:** • Validate planned tests for the day from the execution schedule / order. • Discuss any Cohort or Central Party defects or blockers impacting the planned testing. • By Exception – discuss specific defects or topics with contribution from Central Parties, Defect Management, Test SMEs or the Design Team.	X	By Exception	By Exception		Optional		Optional	FYI
Daily Design Team Stand Up	Internal	10:00AM	30 mins	Design Team	**Purpose -** to feedback / discuss any design issues ahead of the 11am Defect Triage Meeting			X	X				
Daily Defect Triage Meeting	Internal	11:00 AM	60 Mins	Defect Management	**Purpose -** the Programme will review all new defects and assess if they are legitimate defects. If yes, then Triage will allocate the Defect to the right Resolver Group	X	X	X	X	X	X	Optional	FYI
Cohort <Varied by day according to Theme 3 execution schedule> Test execution outcome Stand Up	External	01:00 PM	30 Mins	SIT NFT Coordinator 1	**Purpose -** To discuss that day's Cohort testing outcomes per role, request supporting test evidence. **Standing Agenda:** • Review of todays activity and outcomes • Validate completed planned tests for the day from the execution schedule / order. • Discuss any Cohort or Central Party defects or blockers impacting the planned testing. • By Exception – discuss specific defects or topics with contribution from Central Parties, Defect Management, Test SMEs or the Design Team.	X	By Exception	By Exception		Optional		Optional	FYI
Daily Defect Management Meeting	External	02:30 PM	60 Mins	Defect Management	**Purpose -** Review Central Party defect status, owners, and progress updates, based on priority and/or severity of the defect, including the planning and coordination of Central Party fix releases.	X	X	X	X	X	X	Optional	FYI
Central Parties Stand Up (CPs Only)	External	04:00 PM	30 Mins	SIT Delivery Manager	**As per the Cohort Stand Ups, with the addition of discussing any Central Party support constraints or blockers which may impact planned Cohort testing, and the alignment of fix releases.**	X	X	X	X	X	X	X	X
MHHS Daily Stand Up	Internal	04:30 PM	30 Mins	SIT Delivery Manager	**Purpose –** internal MHHS meeting to discuss high priority issues, blockers and releases	X	X	X	X	X	X	X	X

SIT Theme Process



New for SIT NFT

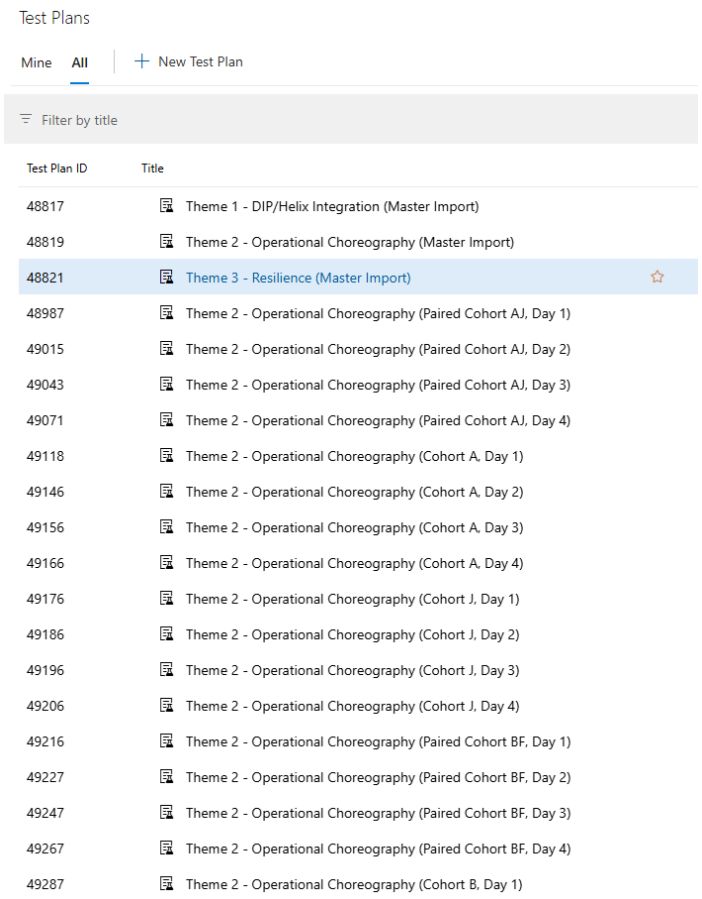
Background

- SIT NFT is broken up into three Themes across the below targeted areas
  - Theme 1 – Central participant integration volume tests
  - Theme 2 – Operational choreography involving all participants
  - Theme 3 – Resilience testing involving all participants
- As each Theme has very different objectives (and indeed different participants in some cases) there will be a slightly different approach in each case for test case allocation and orchestration
  - Theme 1 – Direct supervision/execution by SI of DIP/Helix integrated load testing using LDP delivered load testing tool solution
  - Theme 2 – Orchestration by SI of individual PPs readiness for discrete operational choreography 'rally points' before semi-automated processes take over to progress the system to the next point. This will involve a certain amount of 'hand offs' between PPs across certain transitional states
  - Theme 3 – Orchestration by SI of individual PPs loading of their outbound queues before centralised DIP takedown and validation of zero data loss, back off and retry and eventual successful reconnection upon DIP restoration. This will be an individual PP activity but for efficiency we will likely look to line up more than one PP at a time in a ready state for such executions in order to reduce the amount of DIP outages it is necessary to request for this testing
- All tests in each Theme are applicable to all participants based on the role involved

ADO Test Plan Structure

In Master ADO Project PPs will now see the following Test plan structure:

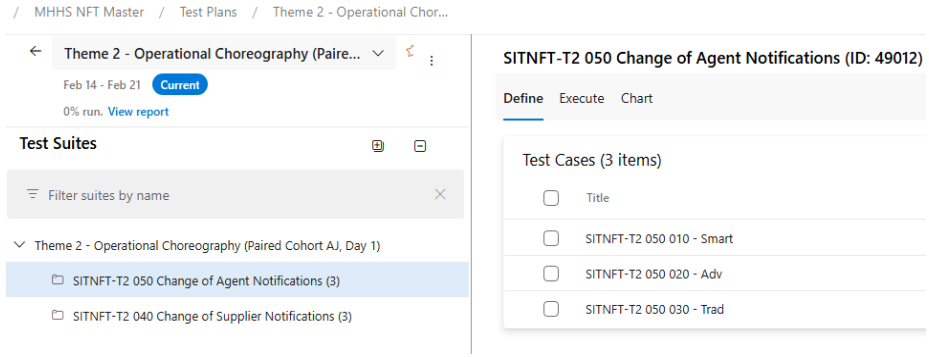
Location: MHHSProgramme / MHHS NFT Master / Test Plans



These Test Plan folders contain the full set of SIT NFT Test Cases

Execution Test Plans

Beneath each Execution Test Plan Cohorts/Paired Cohorts can see their Cohort specific tests for each Theme:



We do not have a sprints/backlog concept in place for SIT NFT, there is simply a fixed list of tests cases for each Theme which must all be successfully executed to achieve full coverage.

Please note that for Themes 1 and 3 the Test plan structure is relatively straightforward as it only needs to account for single Cohorts and/or specific PPs (Avanade/Helix).

For Theme 2 the structure is much more extensive as it differentiates between Paired cohorts and individual cohorts, as well as the specific day of the settlement process the tests in question are being exercised on.

Also note that it is the intention of the NFT team to abstract as much of this away from PPs as possible so that they may focus on execution.

Reports and Extracts

We believe that reporting for the SIT NFT Phase should be more straightforward compared to previous SIT F phases as there is a lower overall volume of tests (Though each test is more complex to setup and will prove multiple requirements at a time).

There is also the fact that the nature and type of testing being conducted in the course of each Theme is significantly different. As a result, there may be some reporting that we discover is more applicable/relevant in the case of one specific Theme and less so in the case of others

Broadly speaking, however, we initially envision three types or reporting (Outlined below), which given the lower volumes of tests we believe some of which can be achieved/compiled manually (We shall still maintain up to date test states in ADO so extracts shall be possible, we just foresee that we may not need to resort to them in the first instance)

- Activity reporting
  - This will be high level tracking of activities planned per day versus actual executed when following the outlined test execution schedules
    - A folder containing examples of a test execution schedule for all Themes can be found here
- Objectives/outcome reporting
  - For each test executed there are clear linkages to requirements covered by it (Both within the test object itself via specific fields in ADO and within the NFT RTTM)
  - Thus, as we progress through testing, we may report on a daily basis what requirements are being passed/achieved per cohort/role
  - This may take the form of an automated RTTM extract from ADO (WIP) or can be compiled manually if required
- Defect Reporting
  - We believe this should be the one area where it is easiest to rely on existing ADO extracts to provide the data, filtered for NFT specific issues

We should clarify that for SIT NFT reporting this is much more of an EOD type deliverable, as post execution of steps/processes required in the tests there is a necessary post-test results/evidence collation period along with an evaluation of the actual test outcome. It is logical that such post-test analysis shall only happen in the latter half of testing days - facilitating reporting updates at EOD, which may be provided via an email summary for all PPs/The Programme

Reports and Extracts

Following the initial preparation of this pack we have since refined some of the reporting solutions we intend to employ. The following slides provide examples of them with some additional context around them provided.

- We believe Theme 1 and Theme 3 reporting should be relatively straightforward since they are either tests that are being orchestrated by the LDP themselves or else are tests that involve individual roles within a single cohort. To support this reporting we have setup a simple word template structure as below which PPs can add to at the conclusion of individual tests
- The blank template can be shared with Cohorts/PPs via the SIT NFT teams channels at the commencement of each day's testing. Alongside updating of the template PPs can submit their supporting test evidence via the Teams channel (TBC)/Freshdesk mail address (testing@mhhsprogramme.co.uk) as well

Date of Execution: <State date of execution>

SIT NFT Theme: <State SIT NFT Theme these tests are part of>

Environment: <State environment, expect this to be SIT-B>

Involved PP/Paired Cohort	ADO Test case Identfier	Test case step number range (In the case of partial executions)	Brief test case description	Outcome	Additional comments	Linked Defect
<State specific involved PP or Paired Cohort>	<Test case identifier as listed in ADO Central Project>	<If only a subset of test case steps then list the step range, otherwise N/A>	<Brief high-level description of the test case goal/objectives>	<Values - Pass, Pass with caveats, Pass – evidence pending, Fail>	<In the case of any issues with the test case steps may elaborate here>	<In the case of failed tests ideally provide linked raised defect ID here from ADO. If test is passed, then N/A>

As a Participant/Paired Cohort in the MHHS Programme we certify that the above reported test statuses are accurate and correct to the best of our knowledge and assert that the ADO central project instance for the SIT NFT activity may be updated to reflect these outcomes.

Reports and Extracts

For Theme 2 execution there are a lot more complex interdependencies across roles and across cohorts which makes evaluation of test result outcomes more challenging

- In an attempt to streamline this process, the team went through an activity to model expected message counts received/sent per role as a result of distinct process flows under test. This could then be used to drive an expected EOD message count outcome to determine overall success of a days mixed activities per role, per cohort
- The proposed approach is for PPs to initiate all of their mixed testing activities on each day of the settlement process (Consumption, CoS, CoA etc.) and at EOD once all processes have concluded then report on their aggregated total of all message types from the days processing. In theory if these totals match the models, then we can very rapidly assert a successful day's processing per role/cohort/paired cohort
- Please see below of a very simple example of this process at work, the expected numbers in the table can be easily scaled to cater for 10/20/30 concurrent processes executed per day etc. PPs simply need to enter their achieved volumes per message type in their systems at EOD (The blank fields) and outcome is evaluated

Daily Totals	Cohort A Role												Cohort J Role											
	SUPPLIER		SDS		ADS		MSS		MSA		UMSDS		SUPPLIER		SDS		ADS		MSS		MSA		UMSDS	
	Expected	Achieved	Expected	Achieved	Expected	Achieved	Expected	Achieved	Expected	Achieved	Expected	Achieved	Expected	Achieved	Expected	Achieved	Expected	Achieved	Expected	Achieved	Expected	Achieved	Expected	Achieved
IF-021	0	0	3	6	1	1	0	0	0	0	1		0	0	3	3	1		0	0	0	0	1	
PUB-021	5	5	0	0	0	0	0	0	0	0	0	0	5		0	0	0	0	0	0	0	0	0	0
IF-014	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PUB-014	1	1	1	1	1	1	0	0	0	0	1		1		1	1	1		0	0	0	0	1	
IF-002	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
IF-031	10	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PUB-031	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
IF-032	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PUB-032	10	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
IF-033	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PUB-033	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4	4	2		4		2		0	0
IF-034	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4	4	2		4		2		0	0
PUB-034	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
IF-035	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PUB-035	10	10	0	0	0	0	4		2		0	0	0	0	4	4	2		4		2		0	0
Total	36	36	4	7	2	2	4	0	2	0	2	0	6	0	16	16	8	0	12	0	6	0	2	0
Status	Pass		Fail		Pass		Fail		Fail		Fail		Fail		Pass		Fail		Fail		Fail		Fail	

Over All Completion Status	25.00%

Reports and Extracts

While the previous two slides outline the recording of PPs individual results there will then also be a need to report at the Programme level against coverage and progress. The following show examples of how received results can then be reported on, both on a daily basis as well as in a cumulative fashion to show progression towards a final goal. Below example is for Theme 2 daily reporting showing requirement coverage mapped

Date of Execution:	<State date of execution>	Pass percentage	<Calculated pass percentage>
SIT NFT Theme:	SIT NFT Theme 2		
Environment:	SIT-B		
Test cases planned	68		
Test cases actual Execution	<State number of test case actually executed on this day>		
Daily Test case execution summary			

Involved PP/Paired Cohort	ADO Test case Identfier	Test Case Title	Outcome	Additional comments	Linked Defect	Requirement Coverage
<State specific involved PP or Paired Cohort>	<Unique Test case identifier as listed in ADO Central Project>	<Title of test case in ADO>	<Values - Pass, Pass with caveats, Pass pending evidence, Fail>	<In the case of any issues with the test case steps may elaborate here>	<In the case of failed tests ideally provide linked raised defect ID here from ADO. If test is passed, then N/A>	<Based on all linked requirements in ADO test case instance state requirements coverage met>
A	49120	SITNFT-T2 020 010 IF21SM				E2E0014,E2E0101,E2E0102,E2E0103,E2E0104,E2E0107,E2E0108,E2E0109,NFR0035,NFR0036,NFR0037,NFR0040,NFR0047,E2E0201,E2E0202,E2E0207,E2E0211,E2E1003,E2E1009
A	49121	SITNFT-T2 020 020 IF21SM				E2E0014,E2E0101,E2E0102,E2E0103,E2E0104,E2E0107,E2E0108,E2E0109,NFR0035,NFR0036,NFR0037,NFR0040,NFR0047,E2E0201,E2E0202,E2E0207,E2E0211,E2E1003,E2E1009
A	49122	SITNFT-T2 020 030 IF21TM				E2E0014,E2E0101,E2E0102,E2E0103,E2E0104,E2E0107,E2E0108,E2E0109,NFR0035,NFR0036,NFR0037,NFR0040,NFR0047,E2E0201,E2E0202,E2E0207,E2E0211,E2E1003,E2E1009
A	49123	SITNFT-T2 020 040 IF21AM				E2E0014,E2E0101,E2E0102,E2E0103,E2E0104,E2E0107,E2E0108,E2E0109,NFR0035,NFR0036,NFR0037,NFR0040,NFR0047,E2E0201,E2E0202,E2E0207,E2E0211,E2E1003,E2E1009
A	49124	SITNFT-T2 020 050 IF21UM				E2E0014,E2E0101,E2E0102,E2E0103,E2E0104,E2E0107,E2E0108,E2E0109,NFR0035,NFR0036,NFR0037,NFR0040,NFR0047,E2E0201,E2E0202,E2E0207,E2E0211,E2E1003,E2E1009
A	49125	SITNFT-T2 030 010 LSSRun				E2E0014,E2E0201,E2E0202,E2E0207,E2E0211,E2E1003,E2E1009,E2E0101,E2E0102,E2E0103,E2E0104,E2E0107,E2E0108,E2E0109,NFR0035,NFR0036,NFR0037,NFR0040,NFR0047
J	49178	SITNFT-T2 020 010 IF21SM				E2E0014,E2E0101,E2E0102,E2E0103,E2E0104,E2E0107,E2E0108,E2E0109,NFR0035,NFR0036,NFR0037,NFR0040,NFR0047,E2E0201,E2E0202,E2E0207,E2E0211,E2E1003,E2E1009
J	49179	SITNFT-T2 020 020 IF21SM				E2E0014,E2E0101,E2E0102,E2E0103,E2E0104,E2E0107,E2E0108,E2E0109,NFR0035,NFR0036,NFR0037,NFR0040,NFR0047,E2E0201,E2E0202,E2E0207,E2E0211,E2E1003,E2E1009

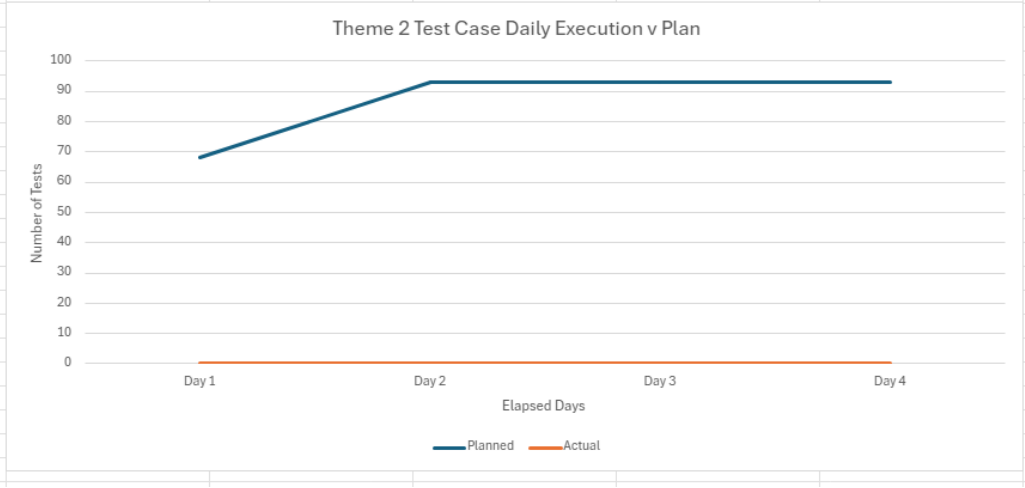
Day 1 Progress and Coverage | Day 2 Progress and Coverage | Day 3 Progress and Coverage | Day 4 Progress and Coverage | Total Progress & Requirements

Reports and Extracts

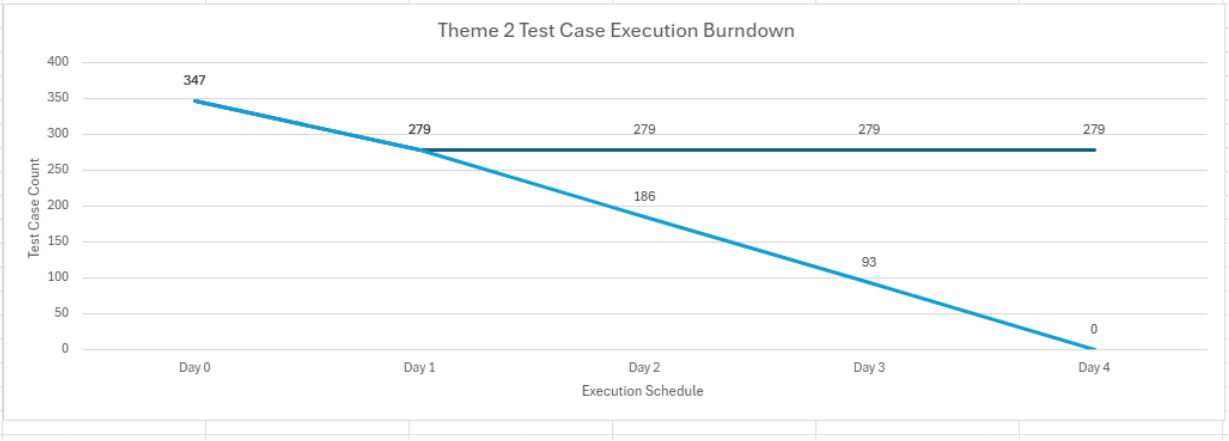
Cumulative progress may be tracked and reported on in number of ways, below we just present some potential solutions we have worked up for Theme 2 reporting

Total Test cases	Test cases executed	Percentage complete
<State total number of test cases to be executed>	<State cumulative number of test cases that have been executed>	<Calculated cumulative percentage progress based on target total versus actually executed>
347	125	36.02

Tests	Day 1	Day 2	Day 3	Day 4
Planned	68	93	93	93
Actual	0	0	0	0

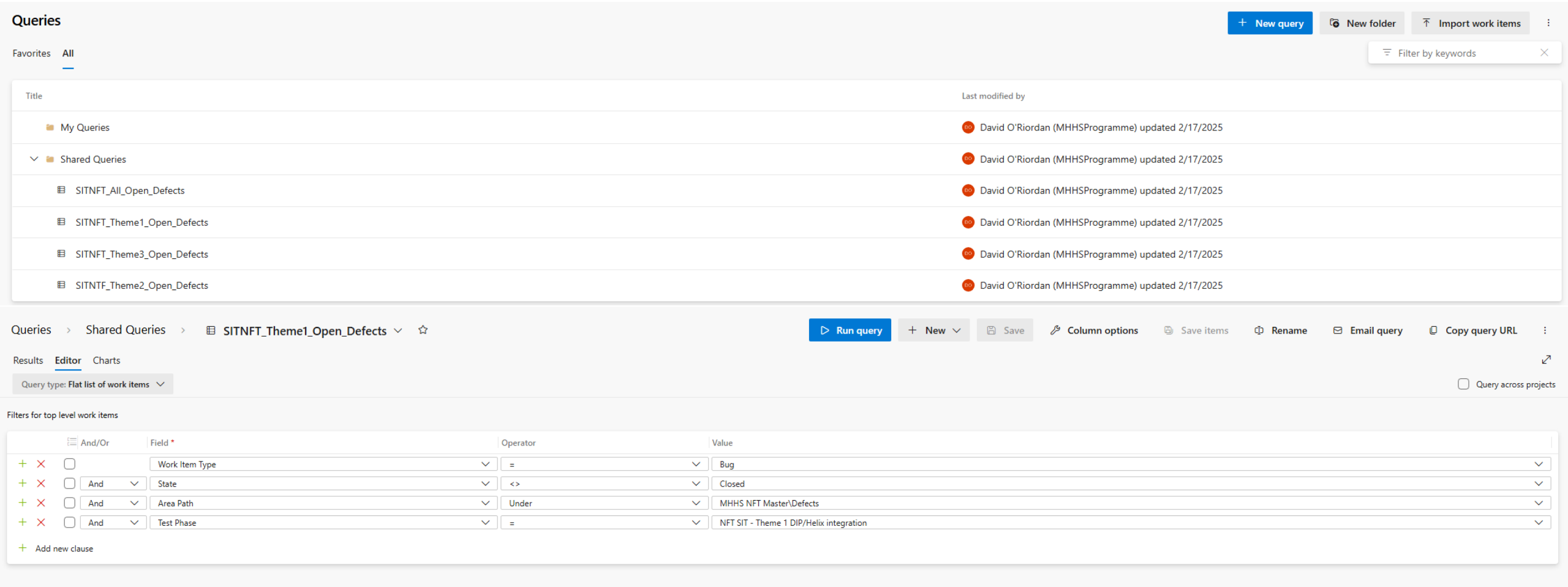


Tests	Day 0	Day 1	Day 2	Day 3	Day 4
Remaining Tests	347	279	279	279	279
Actual Executed	0	68	0	0	0
Planned Executed	0	68	93	93	93
Planned Burndown	347	279	186	93	0

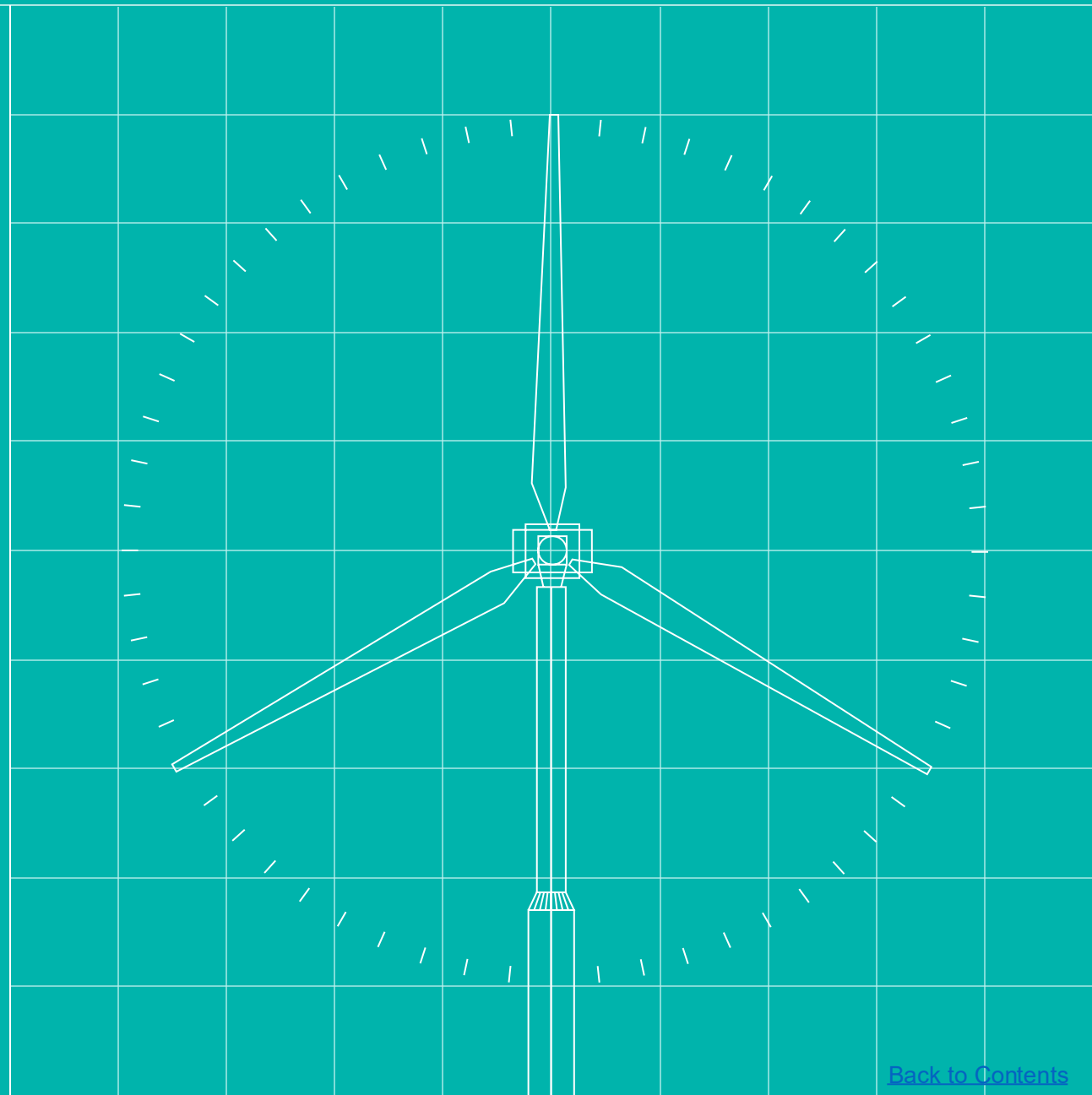


Reports and Extracts

Finally for defect reporting we believe we may simply leverage existing ADO query functionality. A number of queries have been constructed in the MHHS NFT Master ADO project to report on defects based on Theme area, and can be further refined down to cohort level as well if required



Test Execution



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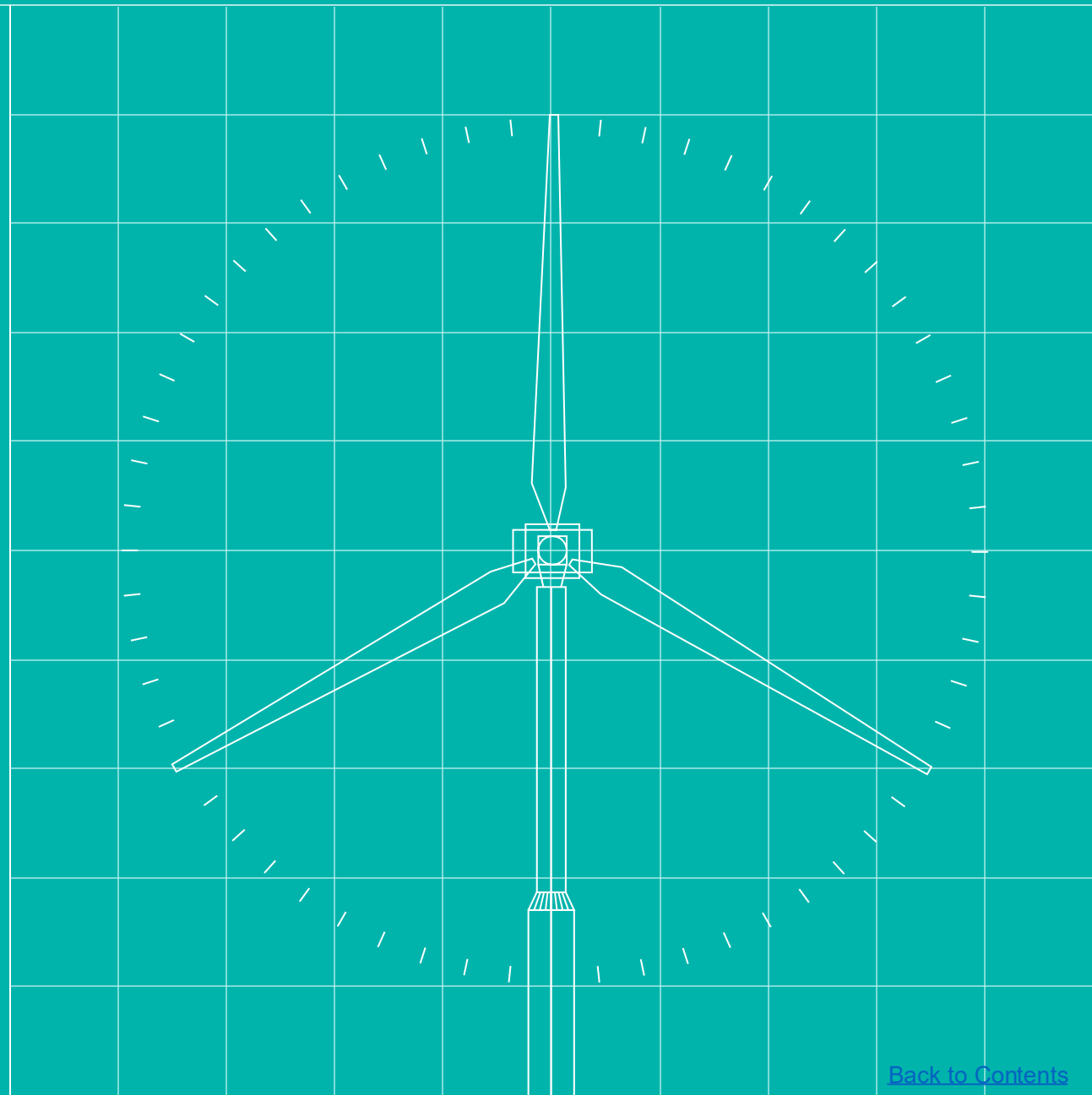
Process for Participants Executing a Test Case

- Due to expected automated/semi-automated nature of much of the processing that will be involved in NFT SIT test execution will be handled slightly differently to previous functional test phases
  - The expectation is that the NFT test team (SIT Coordinators) will manually orchestrate the various related PPs activities within a particular test until conclusion (Adhering to the defined test case steps in ADO)
  - At successful conclusion (Assuming no defects encountered) each involved participant will be requested to
    - Provide a declaration as to which assigned tests have passed/failed in their estimation with any relevant additional information provided in the case of test case failure (A template format for this response will be provided, per the earlier reporting slides)
    - Submit their respective test evidence for their steps in the overall test (Log files, screenshots, dashboard information etc.) via Freshdesk tickets with the option to upload to a secure Sharepoint location in the case of large evidence items
    - Programme Data team have stated that, if necessary, large file transfer should be possible via SFTP, the same route that is being used for the data loads being used during SIT execution. (Details)
  - Subsequent to this, an NFT test team member will collate all test evidence submitted by all involved PPs in the test case and;
    - Manually add this to an appropriate initiated test case instance for that cohort
    - Manually pass all test case steps in ADO to reflect the appropriate outcome per PP's declarations
    - In the case of a test failure part way through the noted step will be failed and it will be requested that the involved PP at that stage of the test please raise a defect and link it to the test case in question
  - It is felt that the above approach will be more efficient than PPs handing test case steps back and forth in ADO as with NFT there is much more of a slant on reaching the end of an overall process, and there already should be a high degree of confidence from previous test phases in individual functionality steps that support this goal

Test Data



MHHS PROGRAMME

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New for SIT NFT

Test Data for SIT NFT

Test data for SIT NFT will be based on two distinct datasets, differing between Theme 1 and Themes 2&3

For Theme 1;

- A full industry scale 33million synthetic MPAN dataset has been generated by the programme consisting of synthetic MPANs
- In advance of Theme 1 commencement there will be a five-day data loading period to load the full MPAN set into the SIT-B DIP instance
- This MPAN set will then be used as reference data for load tooling to generate large volumes of IF-021 consumption messages to be injected into the DIP and subsequently flow to Helix

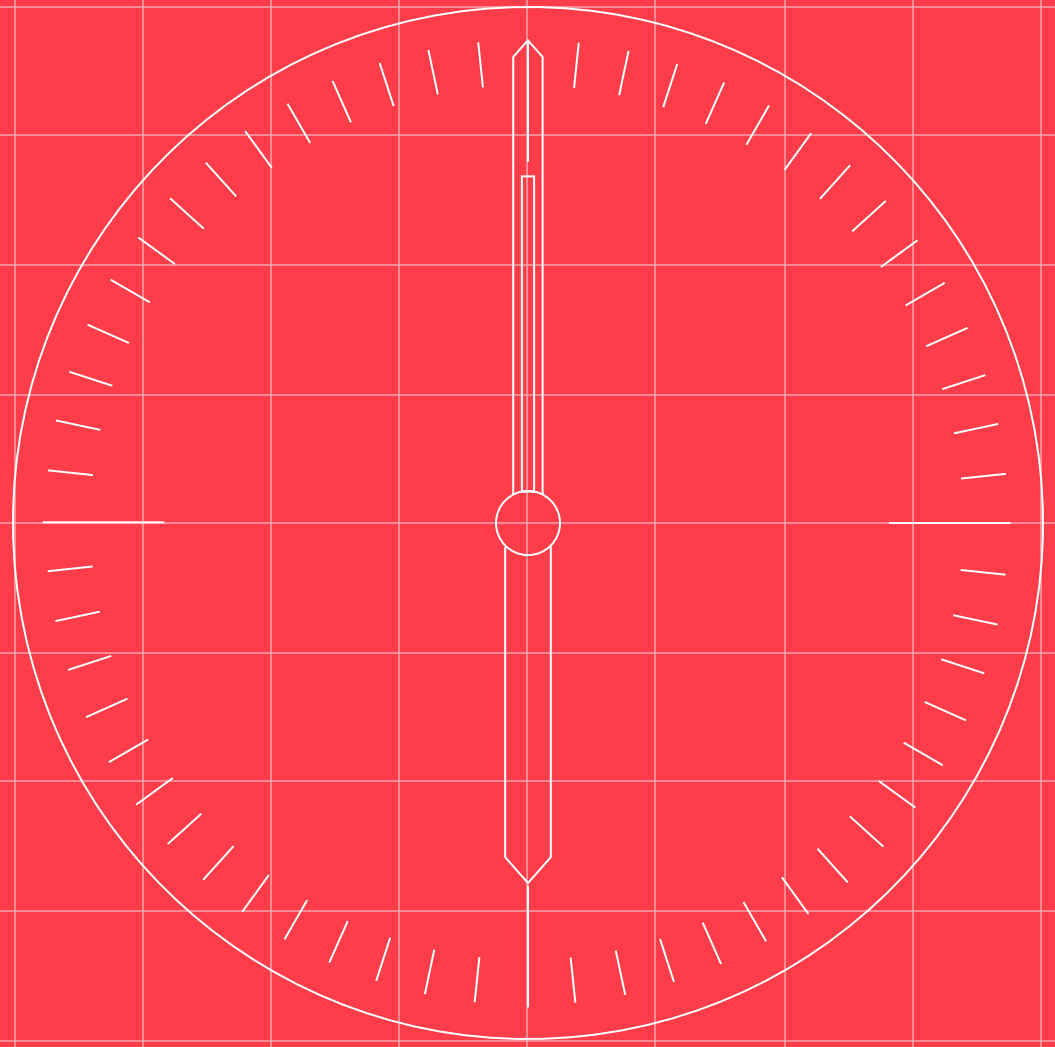
For Themes 2&3;

- Test data will be based on a programme provided Industry aligned MPAN data set
- Due to the difficulties involved in generating such industry aligned data the dataset itself will not be full Production scale but actually a reduced set of approximately 15,500 synthetically generated MPANS
- The overall dataset will then be divided and equally allocated across all cohorts operating in SIT NFT
- The assigned dataset per cohort will then be loaded by PPs into their environments in advance of Themes 2&3 commencement
- These loaded MPANs should then be used as reference data for individual participants to support the required message generation/record updating steps to support the outlined SIT NFT test cases

A known challenge around test data will be regarding the lack of a CSS instance in the SIT NFT environment, MHHS Processes instigated by Registration and Supplier Participants :

- We suggest PPs review how these been initiated during PIT, i.e. seeded data at correct status? Re-use such approaches?
- Consider is programme assistance required in the generation of CSS messages?

ADO Use Guidance



General ADO usage guidance

Please note that as per the approach described in the previous slides for SIT NFT, we do not actually anticipate that Participants shall have to deal with ADO directly in the course of the SIT NFT execution phase (At least for the test execution steps, we still believe defect work items should be directly instigated by PPs themselves)

- The goal is to simplify the execution process by allowing for the SIT coordinators to abstract this responsibility away from PPs, with the hope that this leads to more efficient test case execution
- As a result, while the following slides on ADO usage are provided for informational purposes, the expectation is that PPs should not have to be too concerned with these details - assuming the suggested approach to SIT NFT works as we expect it to

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Test Case Tags and Sub-Status Management in the Master ADO Project

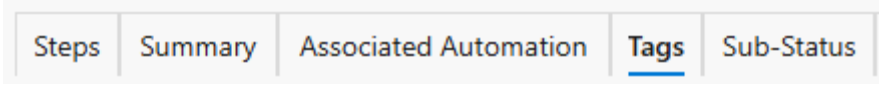
Previously Cohorts had the ability within the ‘Test Case Define’ view to add **Tags** and set test case **Sub-Statuses** and provide an associated **Sub-Status Reason** (i.e. 'N/A', 'Blocked', 'Passed with Observations', 'Passed with Workaround’).

In ADO each Test Case has a unique 'Test Case ID', and changes to that 'Test_Case_ID' record in the Define View are applied all instances of that 'Test Case ID' record in each Test Plan / Test Suite folder where it has been assigned.

In moving to the single ADO project, and to preserve tagging and sub-status setting functionality **at a Cohort level**, we have made some minor changes to way Cohort Participants will access these fields and functions.

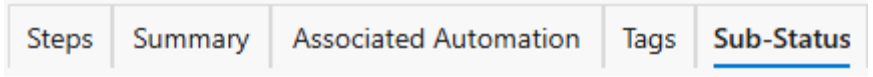
Summary of changes:

1. Each Cohort will now have a Cohort specific tag field that they can maintain within a **New Tags tab** in the Test Case Define View



2. Global Tagging will remain; however, this **will now only be used by the Programme** to mark tests with Tags that apply to all Cohorts e.g. where a Test is blocked by Central Party / Or Test Case defect

3. Participants will now see a **new tab** in the Test Case Define View called **‘Sub-Status’** where if required they can set a sub-status specific to their Cohort’s Execution of that case



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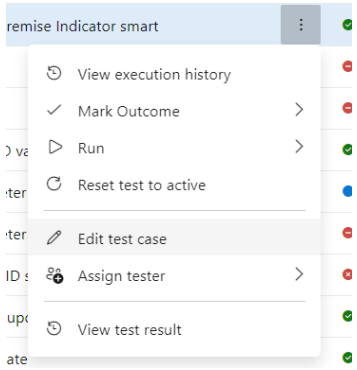
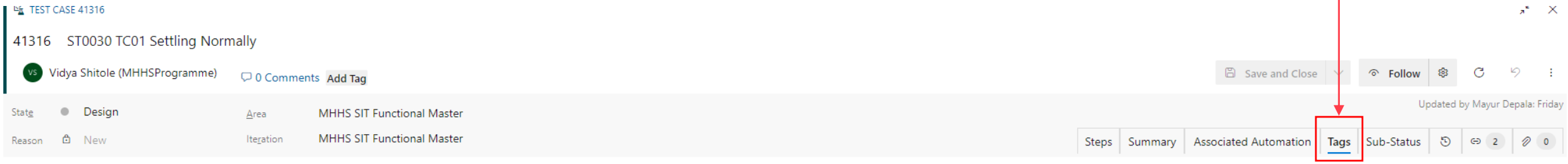
Adding a Cohort Specific Tag

After a test case name select the three dots ⋮ and select **Edit test case**

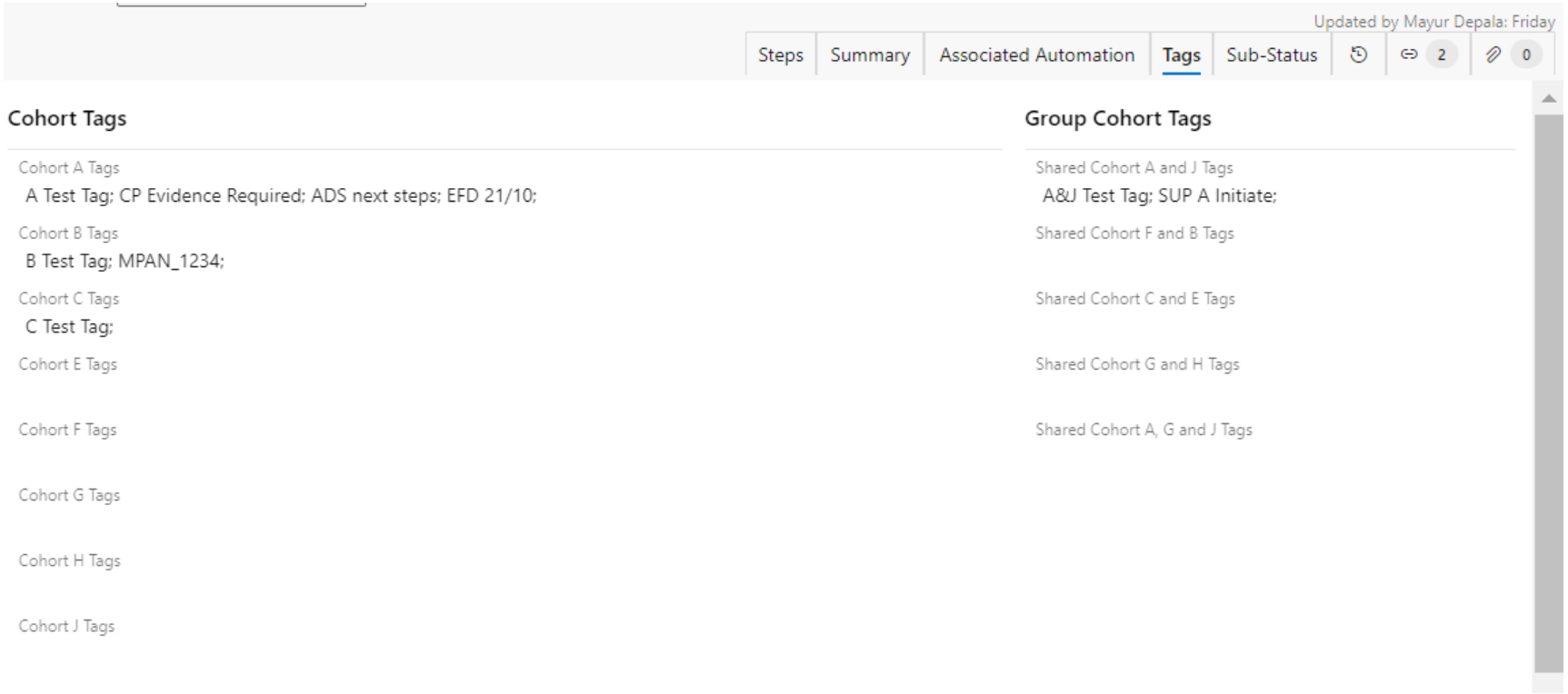


On navigation pane, select the tab labelled "**Tags**"



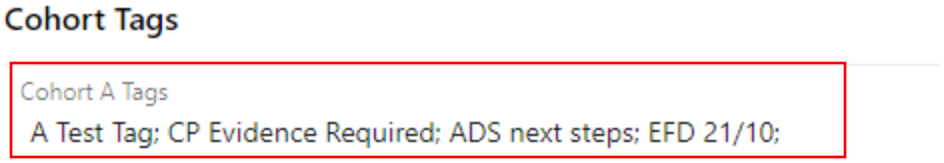
Adding a Cohort Specific Tag

You will navigate to a new tab window which displays a **free text box** for each cohort and paired cohort to use for tagging
You can now enter or update tags for your specific cohort using the free text box. To remove a tag, simply select the text and delete.
You should separate each tag with a semicolon ";"
For example, a sequence of tags = *A Test Tag; CP Evidence Required; ADS next steps; EFD 21/10;*
NOTE – PPs should only update the free text box for their own cohorts



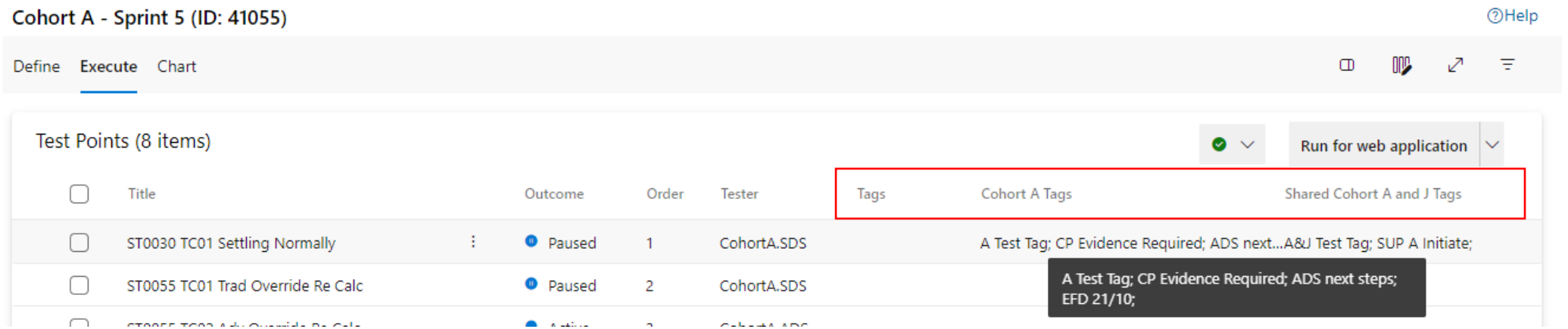
ADO Use Guidance – Cohort Specific Tags

Type in or remove your tags



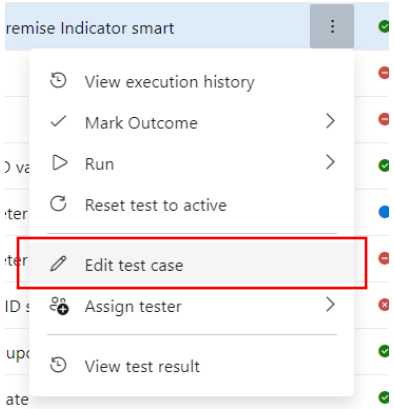
Click Save and Close

You see your new tag against the test case, you can hover over a column to see full details

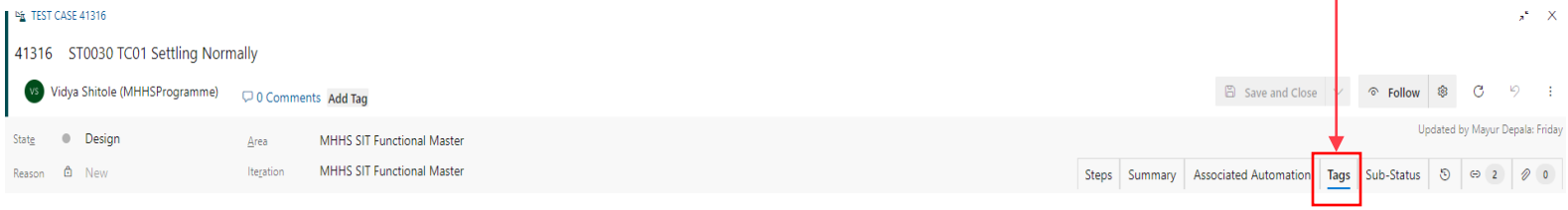


Removing a Tag

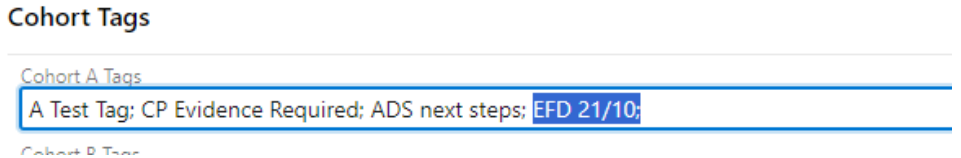
After a test case name select the three dots ⋮ and select **Edit test case**



Navigate to the **Tags** Tab



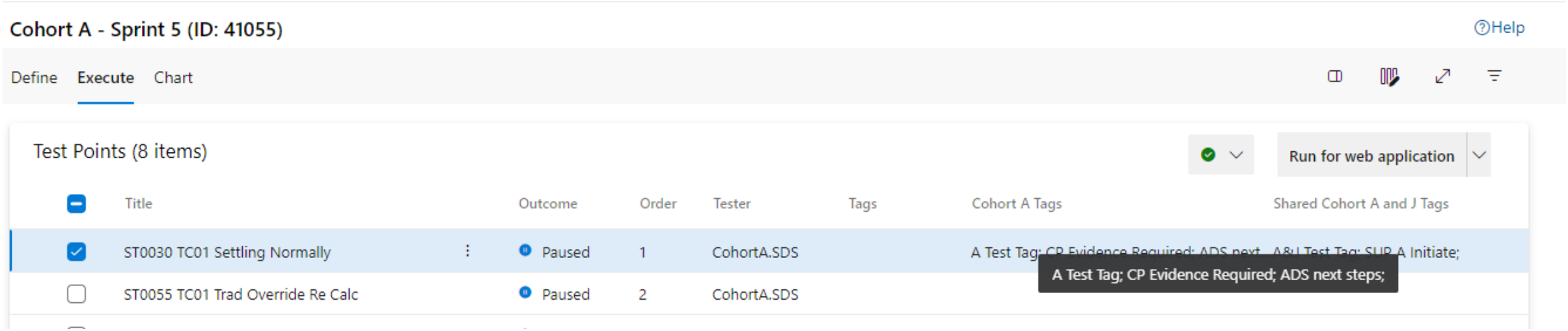
Delete the text you no longer wish to display in the respective Tags column



Click **Save and Close**

ADO Use Guidance - Cohort Specific Tags

The test case tag is removed.

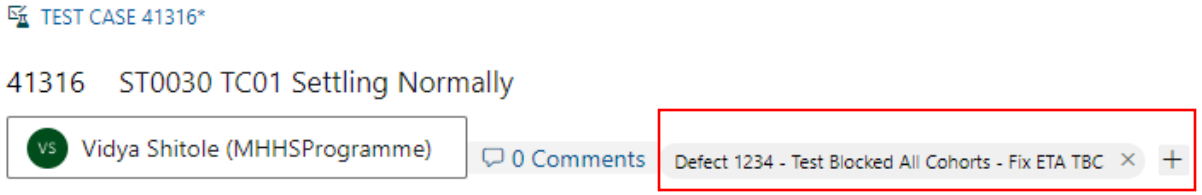


ADO Use Guidance – Programme Wide Tags

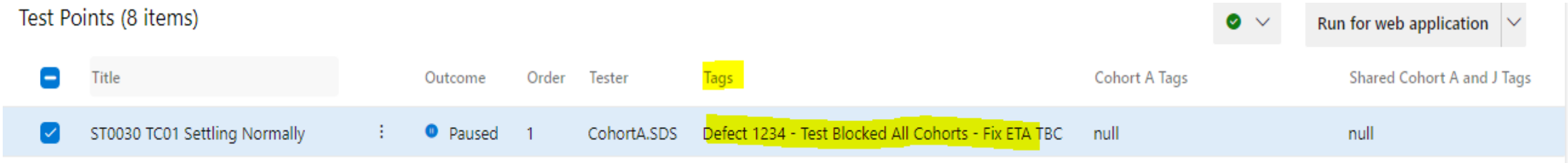
The Global tags feature will still be present as it was in SIT Functional, however this is **to be used and controlled by the programme SI team**.

This tag field will now be used **to communicate programme wide blocking issues or communications on specific test cases by the programme**.

An example of how these tags might be used is below:



In execute view



Note 1 - These tags will be visible on every instance of the test case that has been propagated to the cohort sprint folders, enabling all cohorts to be aware of defects or guidance on test cases. PPs are not to use this tagging feature going forwards.

Note 2 – the programme is implementing a solution that will transfer all pre-existing Global and Cohort Specific Tags when new Test Case versions are made available

ADO Use Guidance - Cohort Specific Tags

Tag Use Cases

Tags may be used by a Cohort to indicate the status of a test, associated defects and parent defects, priority, next actions, current progress, passed status in other cohorts.

Example tags are:

Tag	Description
#1 Priority;	Indicating Priority in Cohort
Paused 23/05;	When it was last actioned and set to a paused status
12345;	Defect associated with the test case
[56789];	Parent defect associated with the test case
12345 [56789];	Defect and Parent defect associated with the test case
23456 Test Case Query;	Defect associated also showing it is a test case defect
Test Data Query;	Question over the data to be used within the test case
Needs Restart;	Test case must be restarted
Parent Defect Retest Passed;	Parent defect resolved and passed retest, so retest required
Ready for Retest;	Defect resolved and test case may be retested
Ready for Test;	After unblocking a test case that has not been previously started
Passed in B;	Indicating a successful run of this test in another Cohort
47 of 48;	Adding test case step progress counter as test case nears completion
Needs De-energisation;	Showing action required before test case can be started
Test Case Updated;	After a Test Case has been updated following a Test Case release
SSD dd/mm;	Indicating the SSD on a COS test case
SMSI=B SMSO=E;	On Joint Cohort tests indicated who is the Incoming and Outgoing Cohort

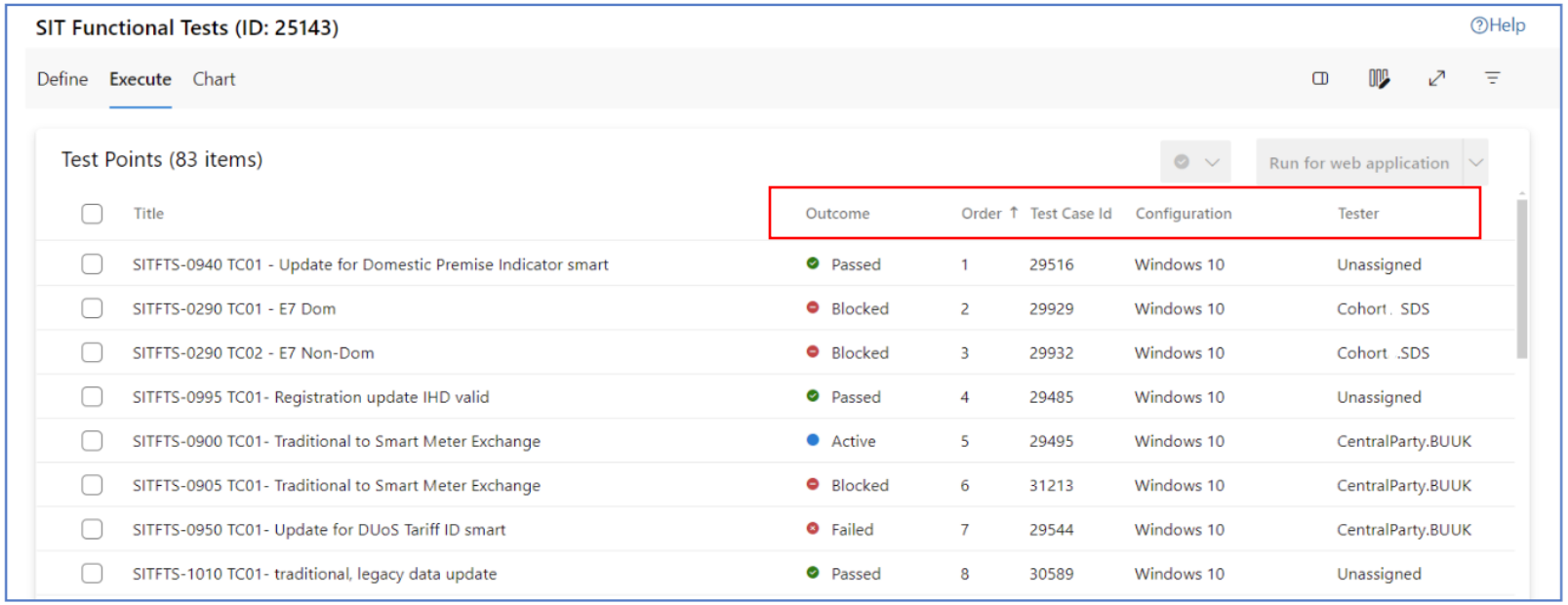
ADO Use Guidance – Adding Cohort Specific Tags Columns

ADO - Enhancing the Execute View and using Tags

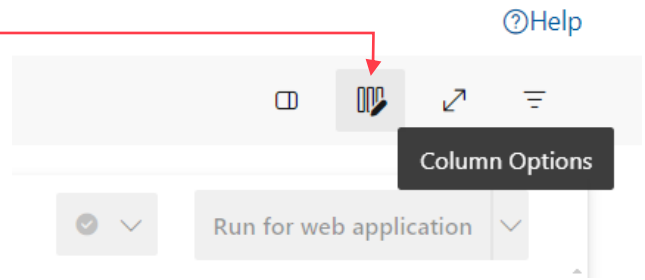
ADO has the facility to add extra data columns to the Execute view that are useful to enable a richer view of the status of a test case. The instructions below are intended to show how to add the columns so all Participants can have a consistent view in ADO.

Adding ADO Execute View Cohort Specific Tags Column

This is the initial ADO Execute page layout



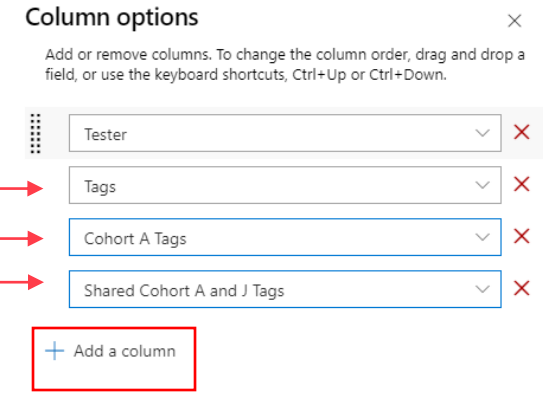
In the top right click the **Column Options**



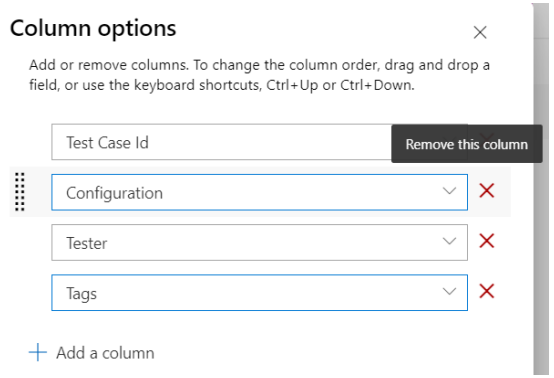
ADO Use Guidance - Adding Cohort Specific Tags Columns

Click **Add a column** and from the drop down in the last box select options based on your cohorts

1. **Tags**
2. **Cohort X Tags**
3. **Shared cohort X and X Tags**

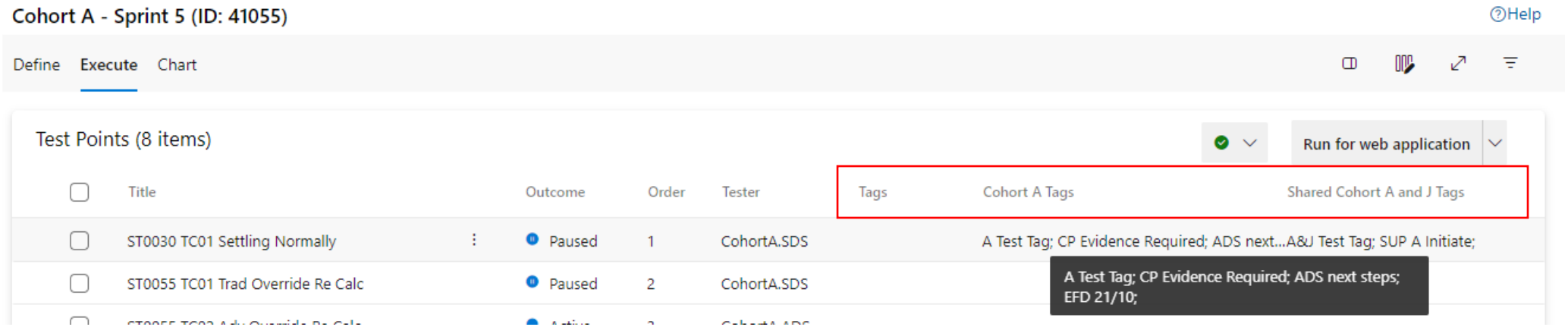


Optionally, you may click the **X** after the Configuration column box as it is not needed and improves readability of tags



Click **OK**

This is your new view showing the **Tags** field and any associated Tags already entered



If required a Cohort can set an appropriate a Test Case **Sub-Status** associated with their Cohorts' Test Case Execution.

Sub-status	Circumstances this sub-status might be used
Blocked	Cohort or PP can't run the test due to a Central or Internal Cohort Defect or Issue
N/A	The Test Case can't be run due to a Cohort specific reason or constraint, and as consequence it has been agreed with the Programme that this TC is no longer applicable to complete for the Cohort
Passed with Workaround	The test has been completed, but a workaround was employed that was agreed with the programme could be used to complete the test
Passed with Observations	The Test Case execution was completed but there was a deviation from the Test Case steps, or expected results, which has been agreed as acceptable by the Programme, e.g. there was a minor test case defect which is acknowledged, but did not invalidate the objective of the test

These sub-statuses are used in MHHS SIT testing to create an audit record of the above circumstances during and after testing.

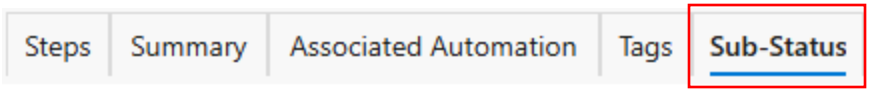
In the Master ADO project, Cohort participants will still be able to continue to use a sub-status, but how they are accessed and maintained will be under a new tab called 'Sub-Status' in the Test Case Define view, this will enable each Cohort or Paired Cohort to manage them independently of other Cohorts.

ADO Use Guidance – Cohort Sub Statuses

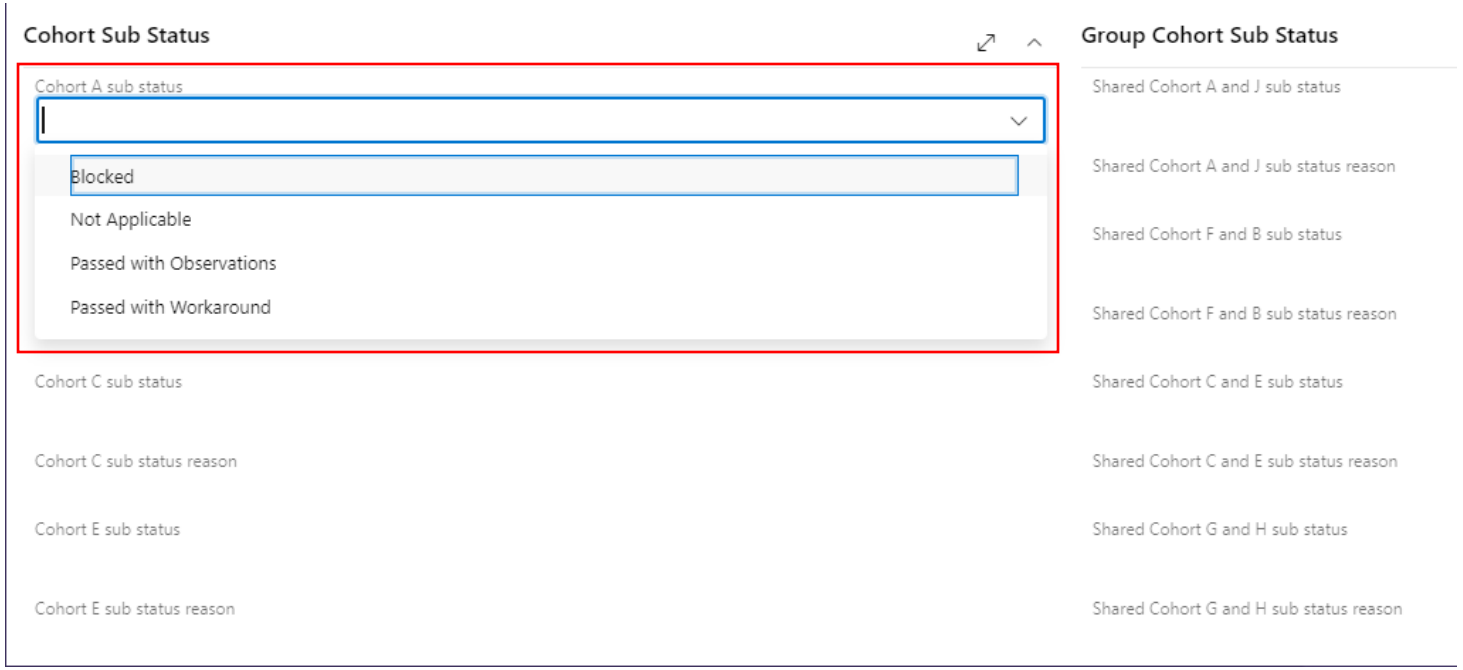
Participants will now see a **new tab** in the Test Case Define View called **'Sub-Status'** where if required they can set a sub-status specific to their Cohort's Execution of that case

To use these fields:

Open the define view and select the sub status tab



You will then be able to see a drop-down box and a free text field for each cohort and shared cohort with reasons for Blocked, Not Applicable, Passed with Observations and Passed with Workaround

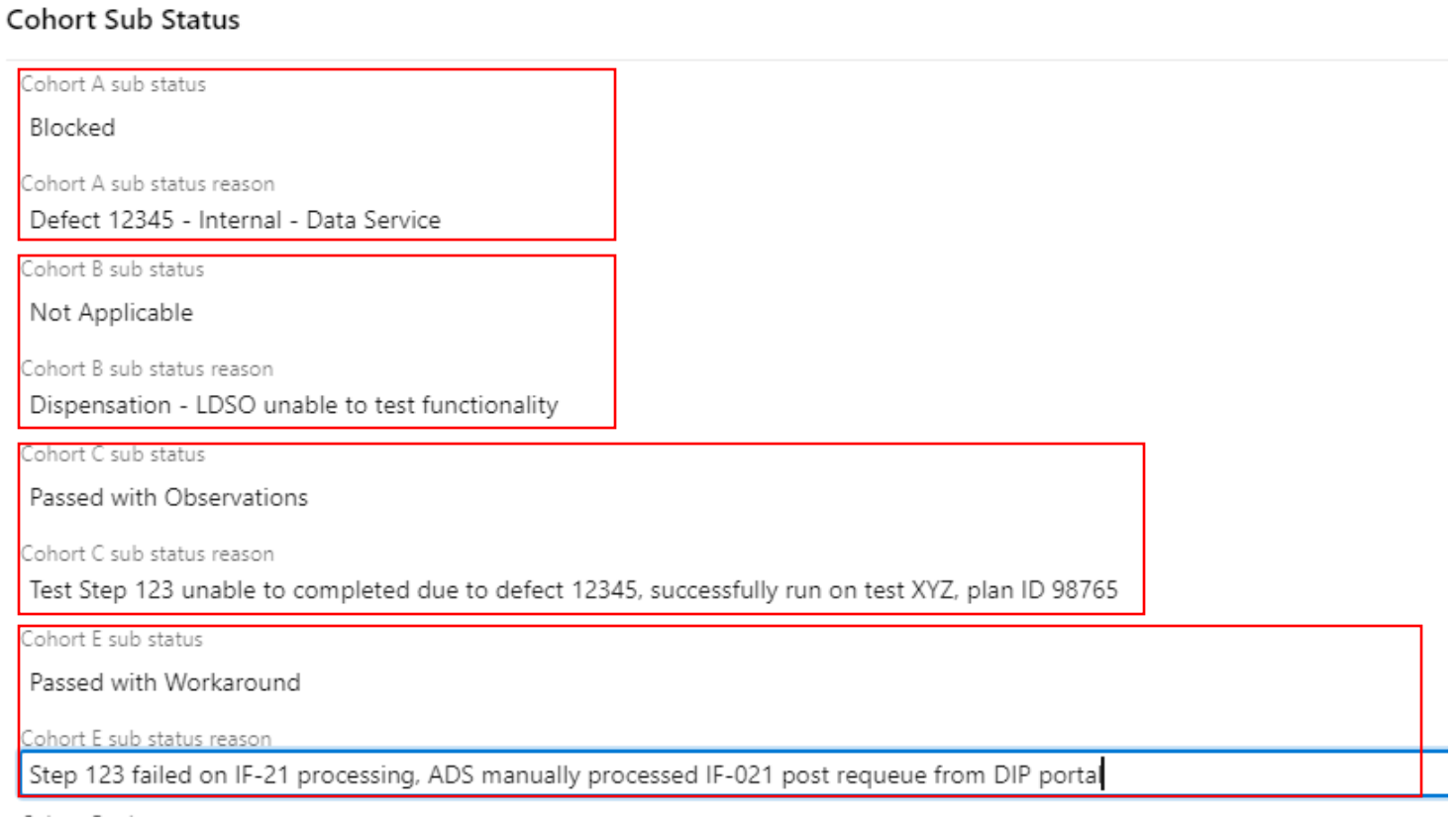


ADO Use Guidance – Cohort Sub Statuses

When setting a sub-status applicable to your test case, a mandatory associated sub-status reason will also need to be added

These fields can be used by multiple cohorts, **Please only update the fields respective to your main or shared cohort.**

Example statuses and reasons:



To summarise recent changes & benefits:

1. Cohort level Test Case Tags and Sub-Status Maintenance features remain in the Master ADO Project (now residing in separate tabs on the Define view)
2. Global Tags are now able to be maintained at Test Case ID level by the programme enabling greater visibility of Cohort-wide blockers
3. Global and Cohort Tags will be automatically transferred when new versions of a Test Case are made available

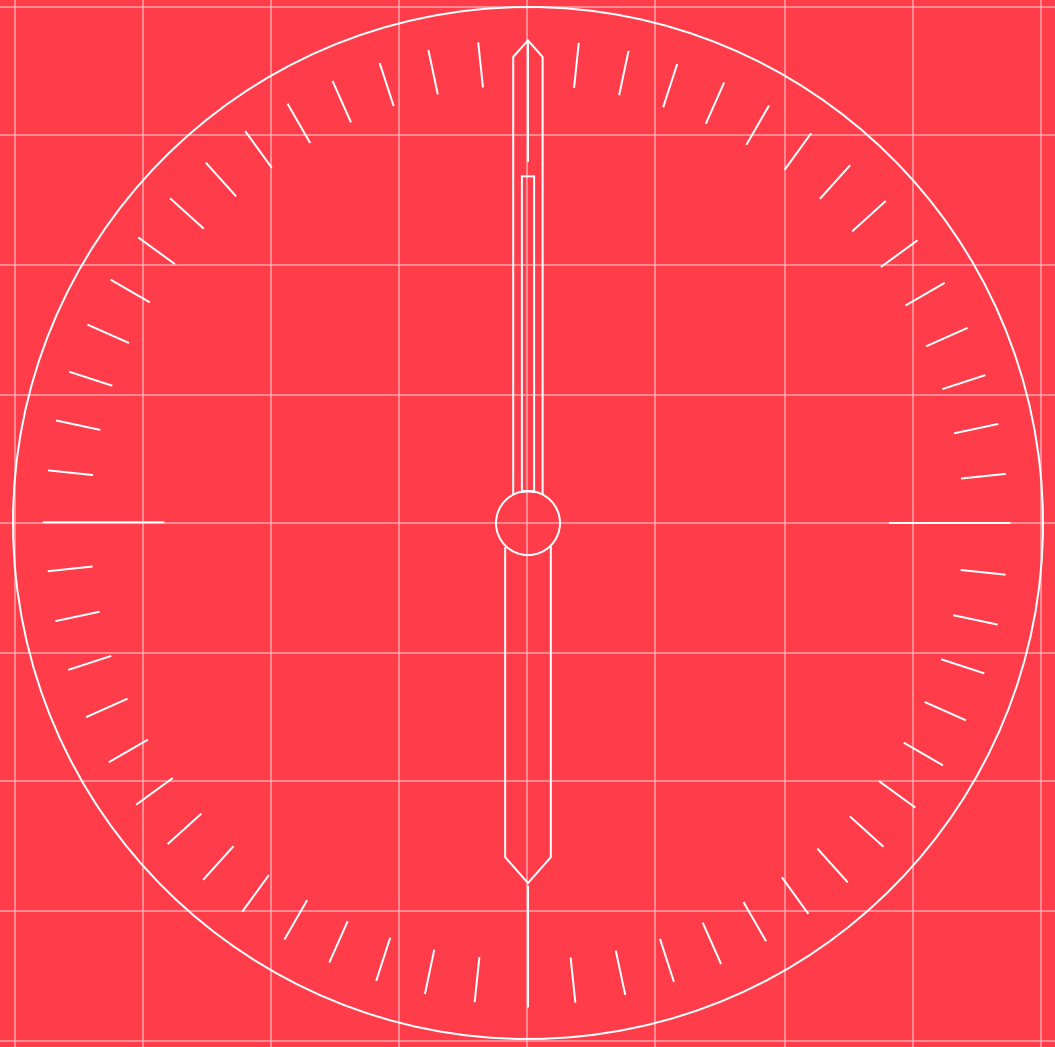
Ensuring Test Case Define View edit safeguards:

Given that changes made in the Test Case Define view will be applied to all instances of that 'Test Case ID' in all Test Plan / Suite locations, the programme will be implementing mitigations for the risk that users could inadvertently edit attributes specific to other Cohorts:

- Permissions to edit Tags and Sub-Statuses in the Define view will be granted to one nominated responsible user from each SIT PP organisation per Cohort (Coordinators will confirm the nominated users bilaterally with each Cohort PP member)
- The programme is implementing an alert system to mitigate and resolve unintended edits by users
- Edit permissions can be rapidly granted to delegate users in event of sickness or leave

Note - this policy & risk will remain under review and the edit permissions user group broadened if deemed sufficiently secure

Teams Channel Use Guidance



Teams Channels

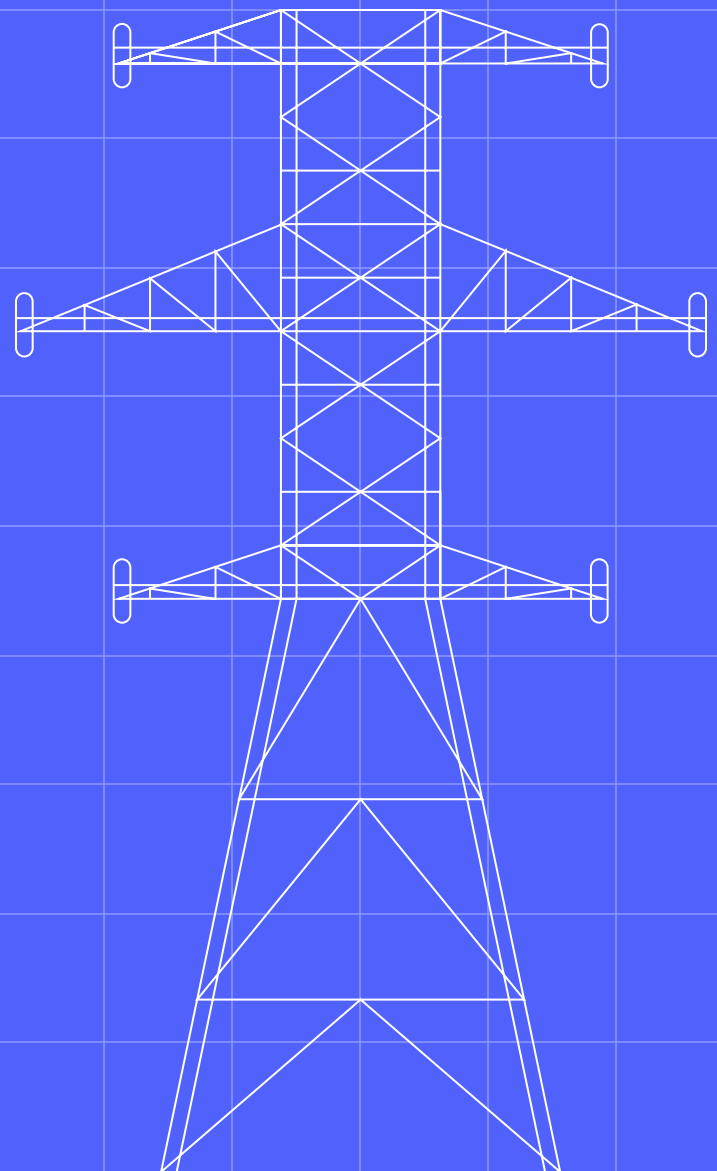
MS Teams channels have been created for each individual cohort, as well as all paired cohorts, to enable discussion for each test stream as per the screenshots to the right . Each of these channels have the following areas.

1. **SIT NFT General** – Channel to discuss SIT NFT related outages, releases and non-test case related items
2. **SIT NFT Data** – Channel to be used for SIT NFT data prep/data issues
3. **SIT NFT Execution** – Channel to be used to coordinate SIT NFT test execution across the cohort/paired cohort

Participants are requested to use the respective Teams channel for the items under discussion.

Teams Channels Created for each Cohort/Paired Cohort

Interacting with Central Systems & Services



MHHS PROGRAMME

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DIP Backoff & Retry

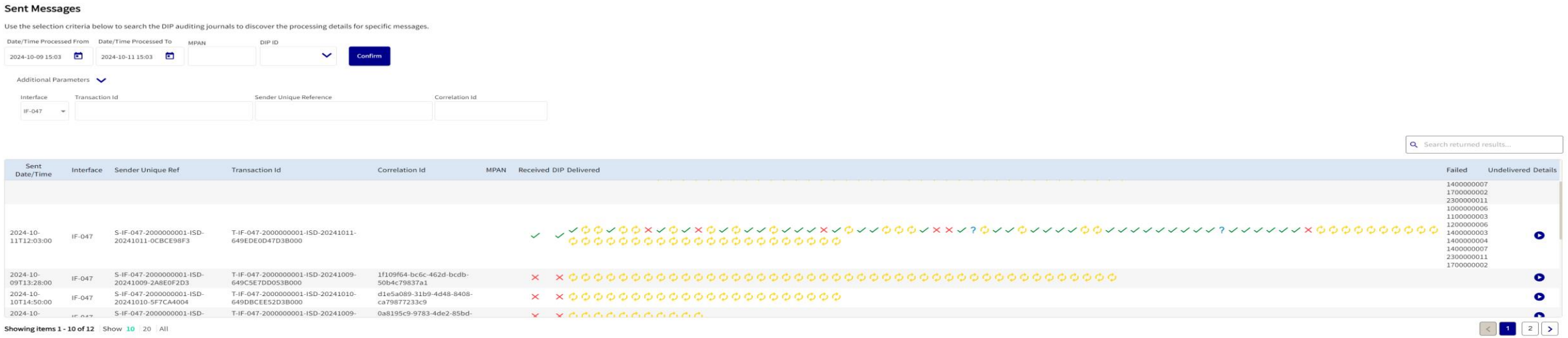
As part of the latest updates from the DIP service provider ‘Backoff and Retry’ functionality has been implemented, its purpose is to ensure mitigate service interruption as a consequence of the receiving participant systems being temporarily unavailable, e.g. a network interruption causing an HTTP500 error.

In the event of the DIP failing to establish a connection with the participant system it will cycle through an exponential wait period retrying the connection after 1 minute, 30 minutes, 1 hour, 6 hours, 24 hours and 48 hours before reporting that the message could not be successfully sent.

The status of individual messages can be monitored using the message tracker on the DIP portal. A message in ‘retry’ being shown as a yellow recycle symbol

The screenshot below shows the status of an IF-047 either successfully sent, failed or in retry.

Participants are encouraged to use the message tracking tool to determine whether a missing message is in the backoff and retry cycle before logging a defect.



DIP Message Replay Functionality via Portal - Overview

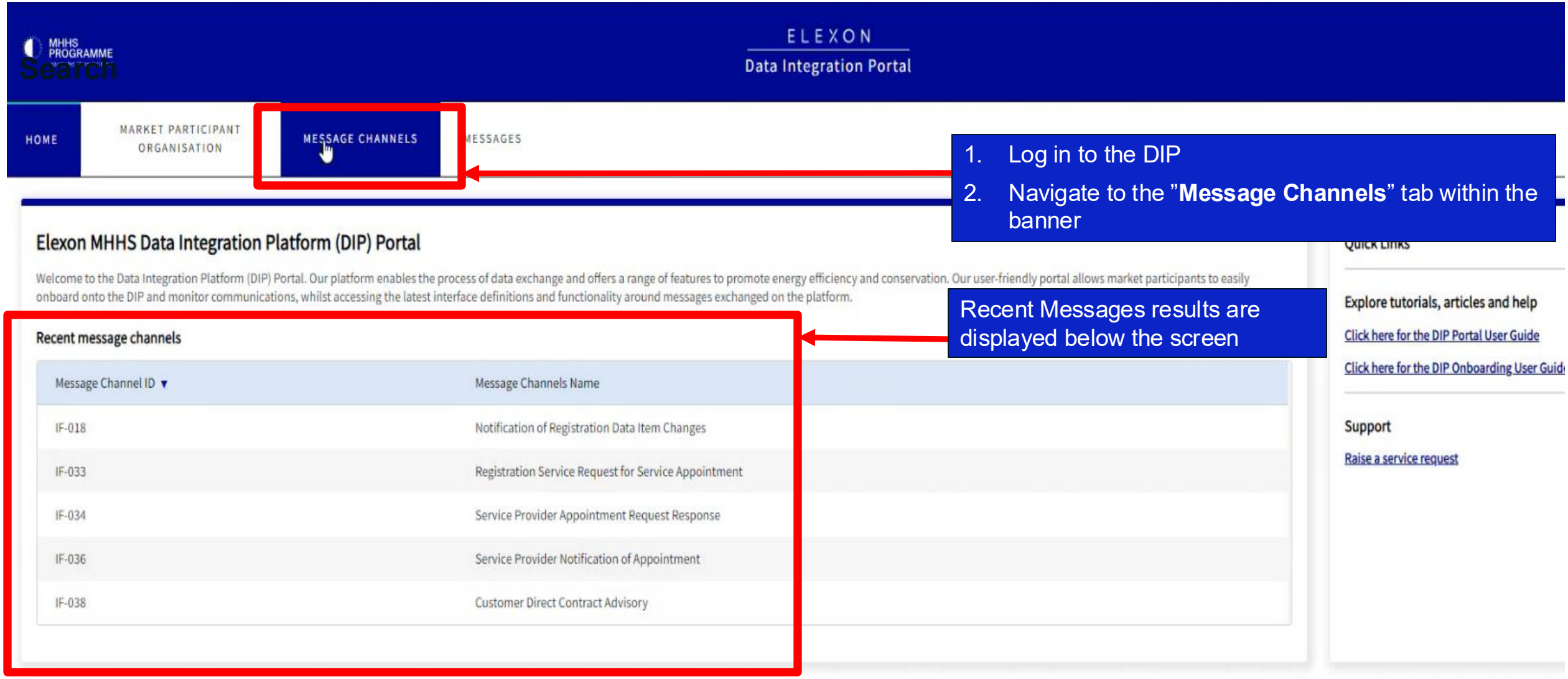
1. The Programme would like to advise Participants that within DIP an option to replay Messages is now available via the DIP portal.
2. The message receiving party can use the replay functionality.
3. This feature is provided to assist Participants to receive messages by replaying if for some reason the message was lost due to system failure (alongside several other scenarios). The replay functionality will enable participants to retrieve messages from DIP archive.
4. Current limitation in the SIT environment is only messages sent within 10 calendar days before current date can be resent/replayed.
5. All Participants with Log-In accounts to the DIP have access to this new feature.
    - Where additional accounts are required then these can be set up by each Participants admin user.

- *Caution - Participants should note that this new **DIP Message Replay feature** is a test version that is still undergoing testing activity in preparation for full use in production. This feature has been made available to Participants to use as part of the SIT Functional test phase in order to help identify any issues by testing its usability against the messages replayed as part of this testing phase. This will enable any required refinement of the UI design in light of any observations noted during testing.*
    - *If Participants identify any observations or defects with this new feature during testing then these should be logged as defects, using the standard process.*

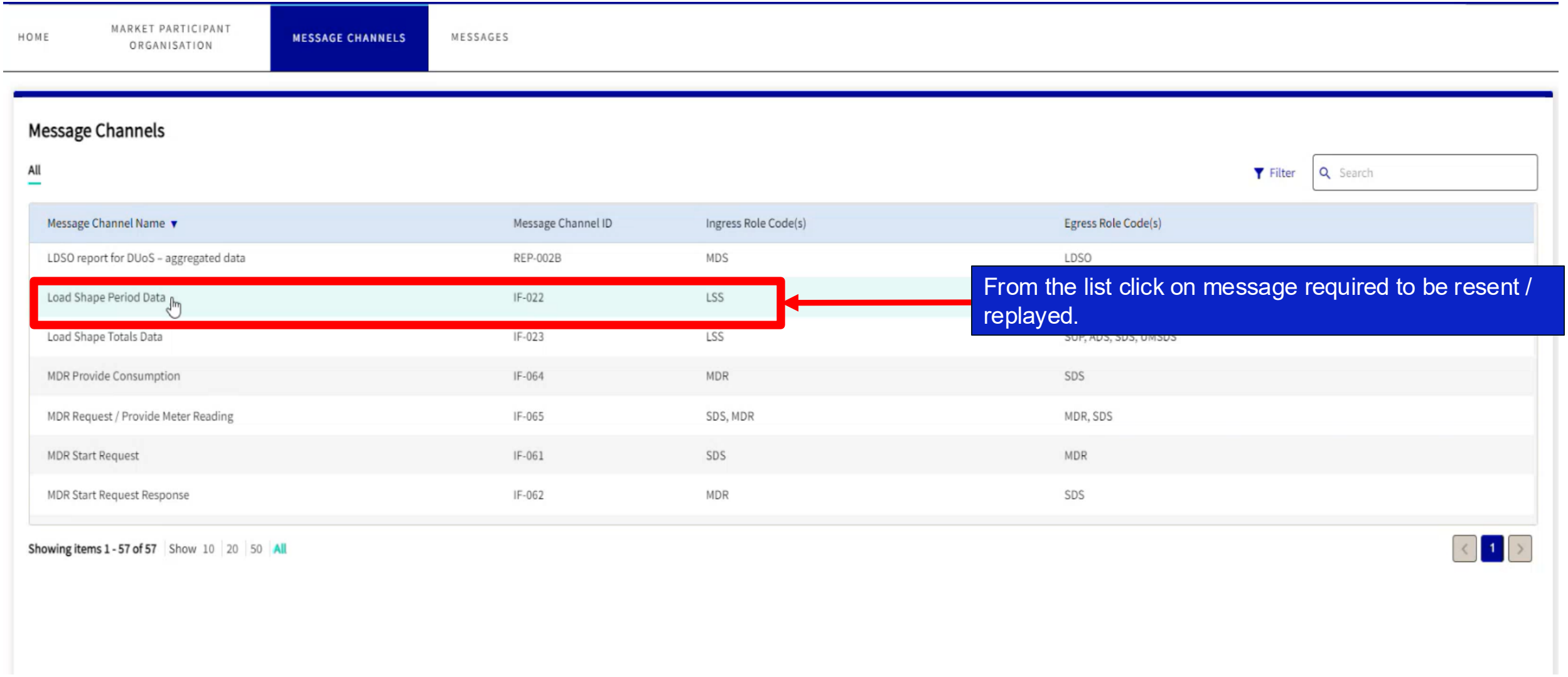
DIP Message Replay Functionality via Portal - Policy when using this feature

1. If a test Participant wants to use this feature in SIT testing, we ask that you first discuss this with your Cohort Coordinator to confirm it is appropriate to use it (please note this will need to be a swift action to avoid the 10-calendar day period timing out).
2. If / when your coordinator has confirmed it is valid to use this feature to progress and complete your test, then please follow the instructions in slides 4 – 10 in this pack
3. **Audit Trail:**
    - If this feature has been used and the test has then been completed successfully i.e. Passed, we require that the test is set with the sub-status of 'Passed with Workaround' – see instructions in slide 11
    - When using this sub-status, you will need to complete a mandatory reason field in which you must provide details of the circumstances which led to you using this feature to conclude your test, also referencing any related defect if a defect was involved. (**Important:** please insert 'DIP Replay Invoked…' within the reason text)

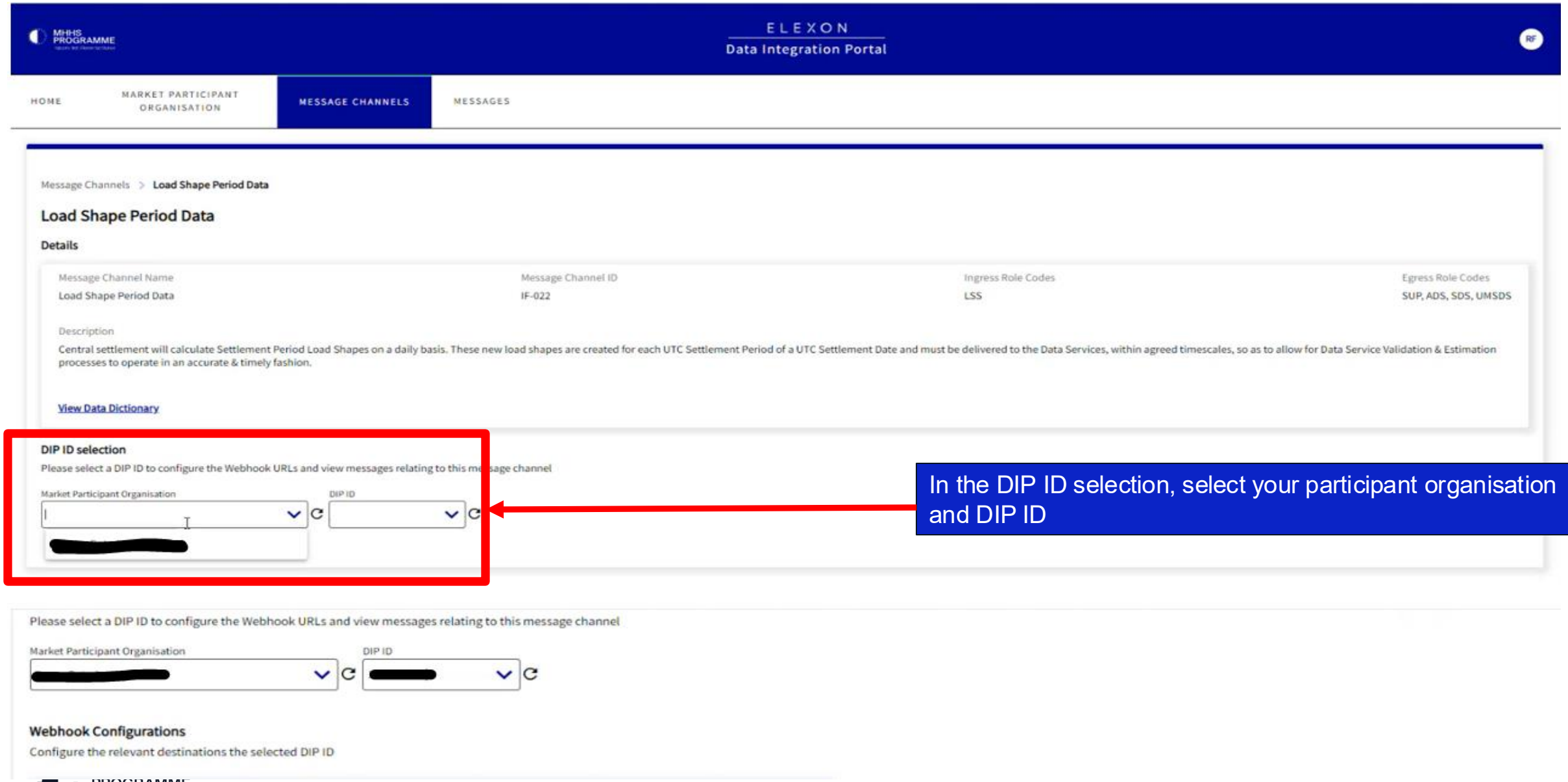
DIP Message Replay Functionality via Portal - Using the DIP Message Replay Functionality



DIP Message Replay Functionality via Portal - Using the DIP Message Replay Functionality

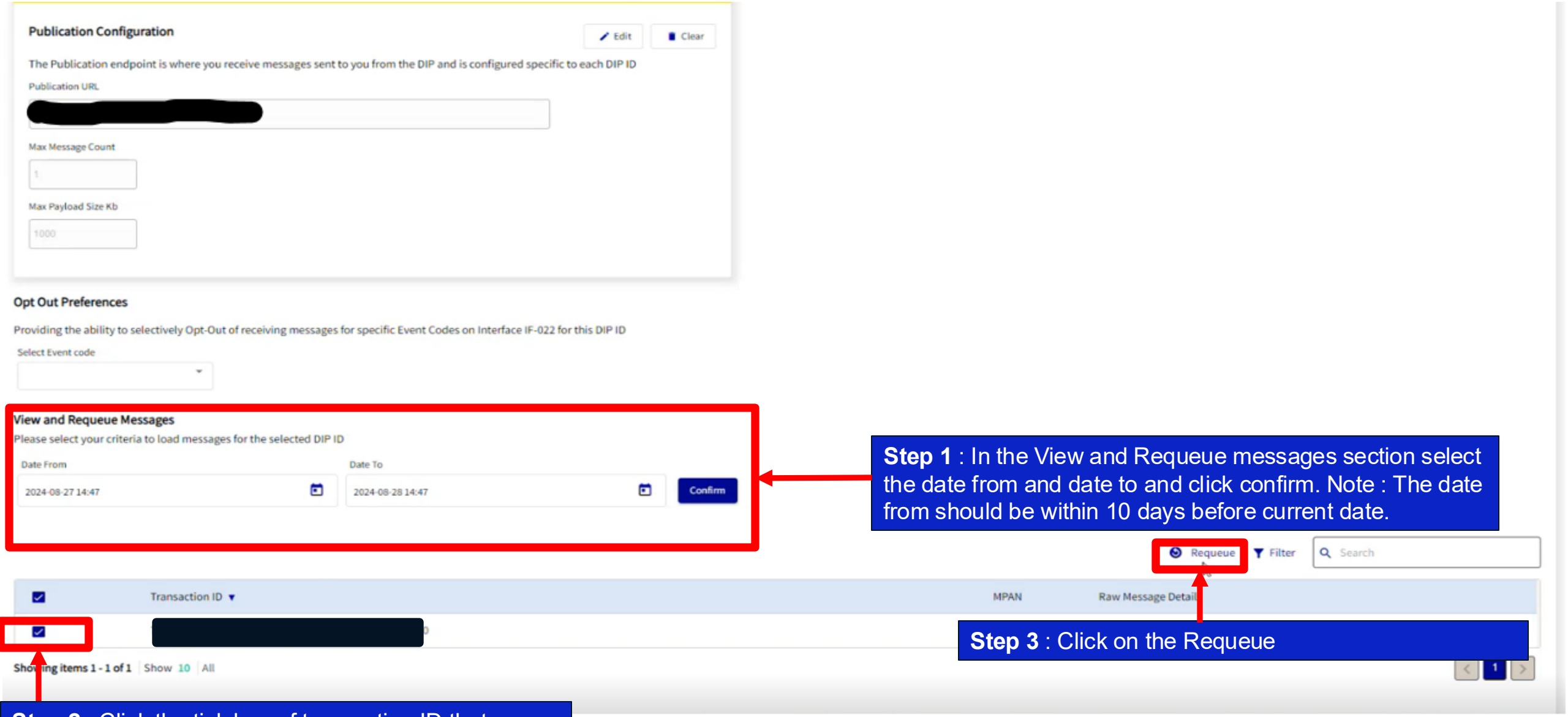


DIP Message Replay Functionality via Portal - Using the DIP Message Replay Functionality



In the DIP ID selection, select your participant organisation and DIP ID

DIP Message Replay Functionality via Portal - Using the DIP Message Replay Functionality

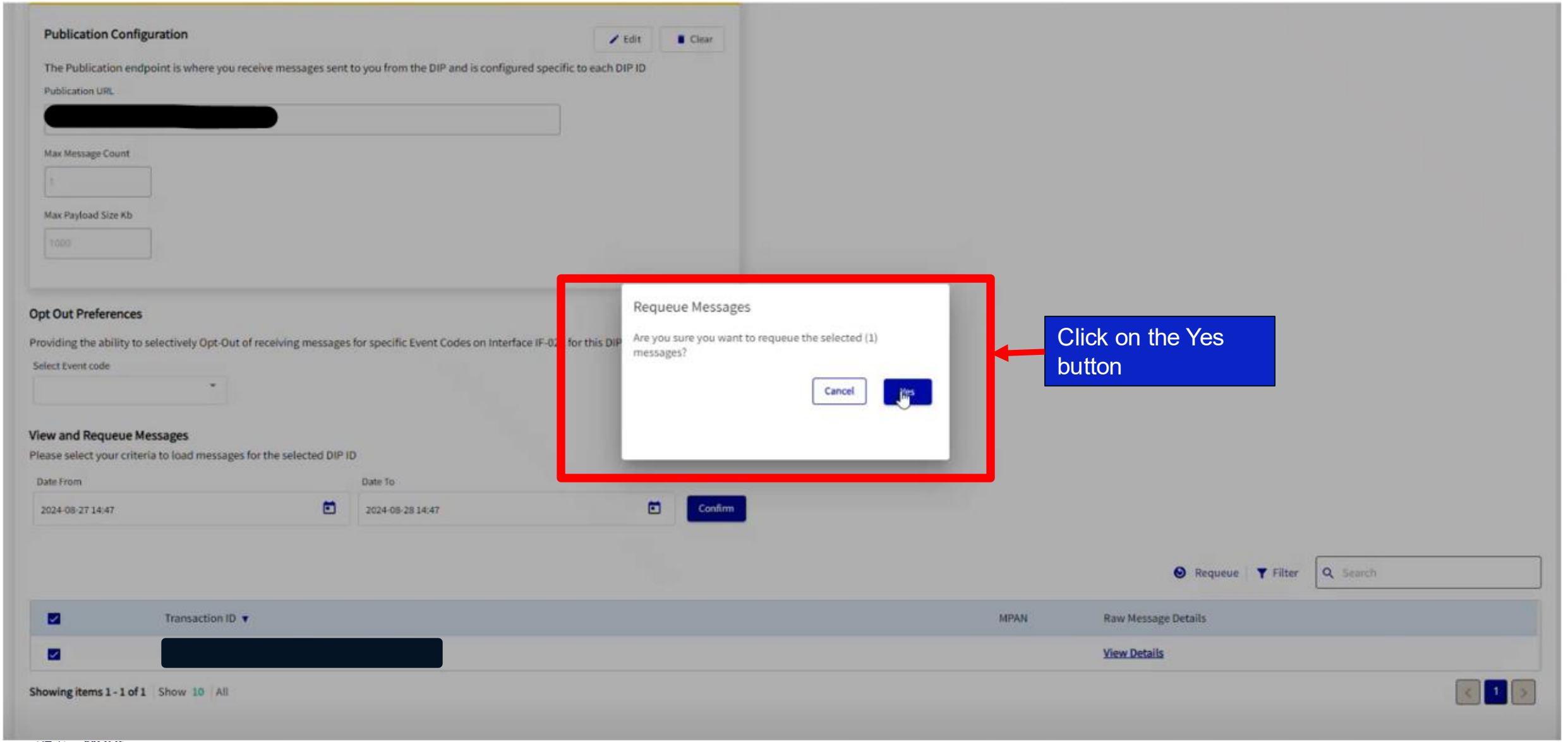


Step 1 : In the View and Requeue messages section select the date from and date to and click confirm. Note : The date from should be within 10 days before current date.

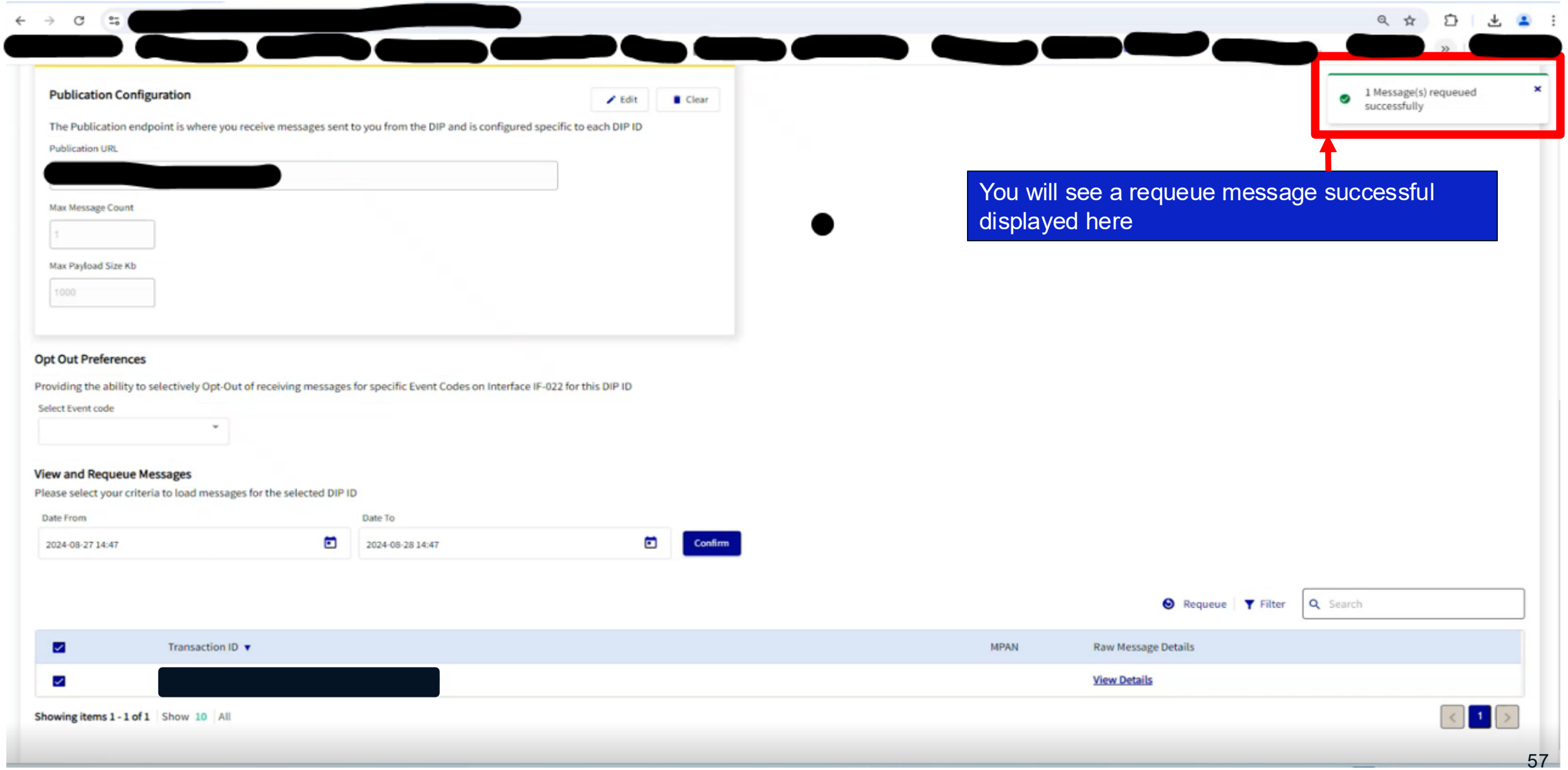
Step 2 : Click the tick box of transaction ID that requires to be replayed.

Step 3 : Click on the Requeue

DIP Message Replay Functionality via Portal - Using the DIP Message Replay Functionality



DIP Message Replay Functionality via Portal - Using the DIP Message Replay Functionality



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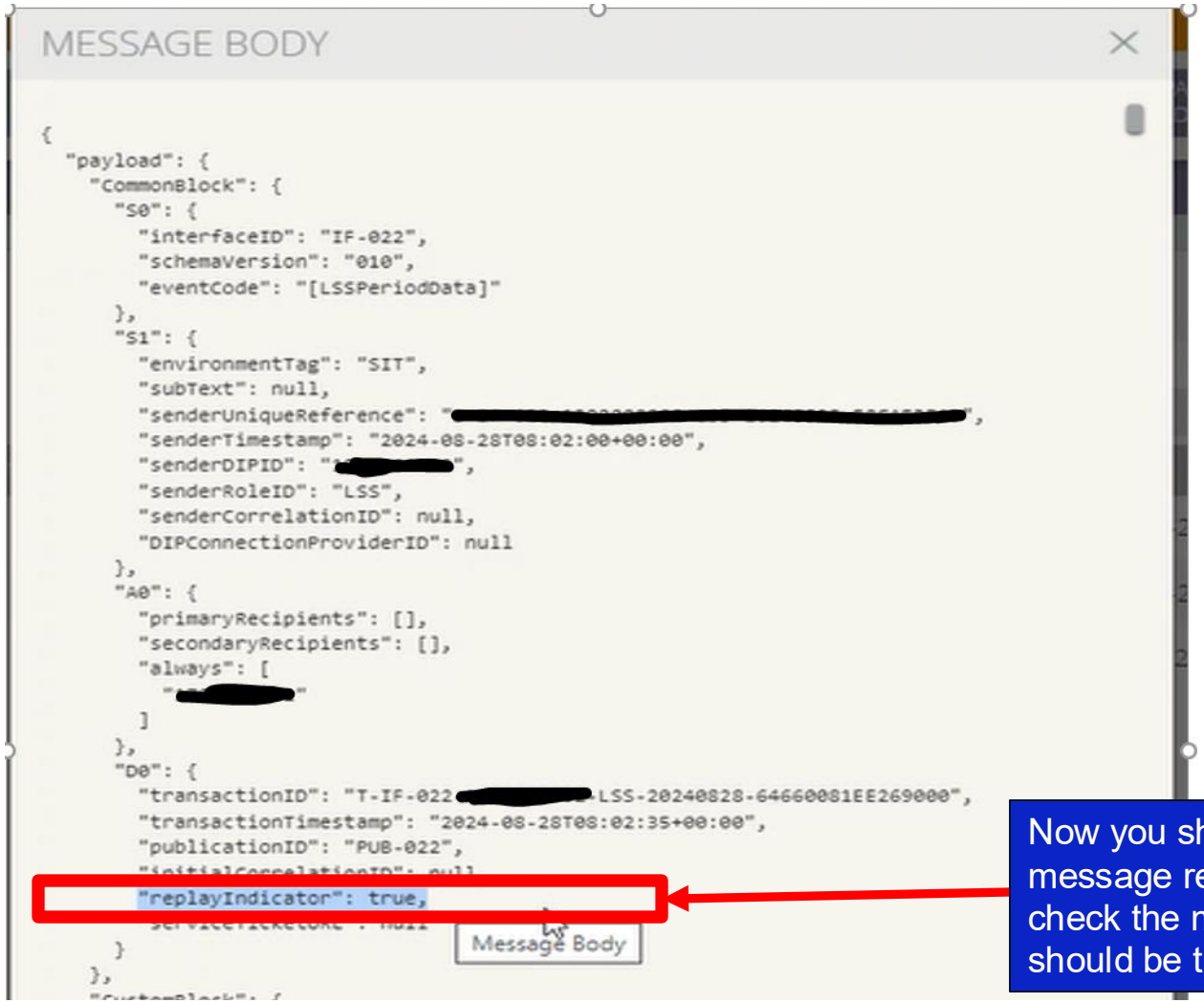
DIP Message Replay Functionality via Portal - Using the DIP Message Replay Functionality



Now you should have received the new message replayed . Note : When you check the message the replay indicator should be true.

Scheduled Daily Event Times

- In the real-world CSS and Registration Service events will occur daily at 1700 hrs (CSS) and 1800-2000 hrs (MPRS)
- The testing day for SITF will be 0900 hrs to 1700 hrs.
- The proposed approach to support testing is to request that CSS and MPRS are configured to run their gate closure events at 1500 hrs (CSS) and 1530 hrs (MPRS). This should fit in with the SIT NFT ‘run book’ of entering notifications for COS and COA at date+1 for processing
- This will allow testing parties to observe these events within working hours, supporting triage / test completion.
- In terms of choreography the following considerations should be made:
- CSS messages will be generated at 1500 hrs, which will change the status of Switches to “Secured Active”, meaning they cannot be changed.
- MPRS gate closure will occur at 1530, meaning appointments will lapse etc if the business process is not at the appropriate step.

Updated for SIT NFT

Guidance for running tests involving DCC

When executing test cases with DCC (CSS) steps:

1. If you are running a test case which includes CSS steps, the request is for participants to skip CSS in favour of the next Test Step/Test Party in ADO for BAU functionality, this should revert to the CSS message recipient.

2. If for BAU functionality the participant doesn't receive the CSS message, this can be raised as a defect.

Guidance for tests involving an MPRS Provider

When executing test cases with MPRS provider (REGS) steps:

1. If you are running a test case which includes REGS steps, if a successful response is received when sending to REGS, the request is for participants to skip REGS steps in favour of the next Test Step / Test Party in ADO.

2. If a response is not received (or the response received is unexpected, i.e. a different response came back to the one expected) then the MPRS provider should be engaged to investigate their steps.

3. **Important** - a known exception to this are test cases that require D0350 messages to be generated / sent to begin the test case, for those we would expect any methods utilised during NFT PIT to be re-used to replicate this area of processing, either file or data seeding to allow this to occur

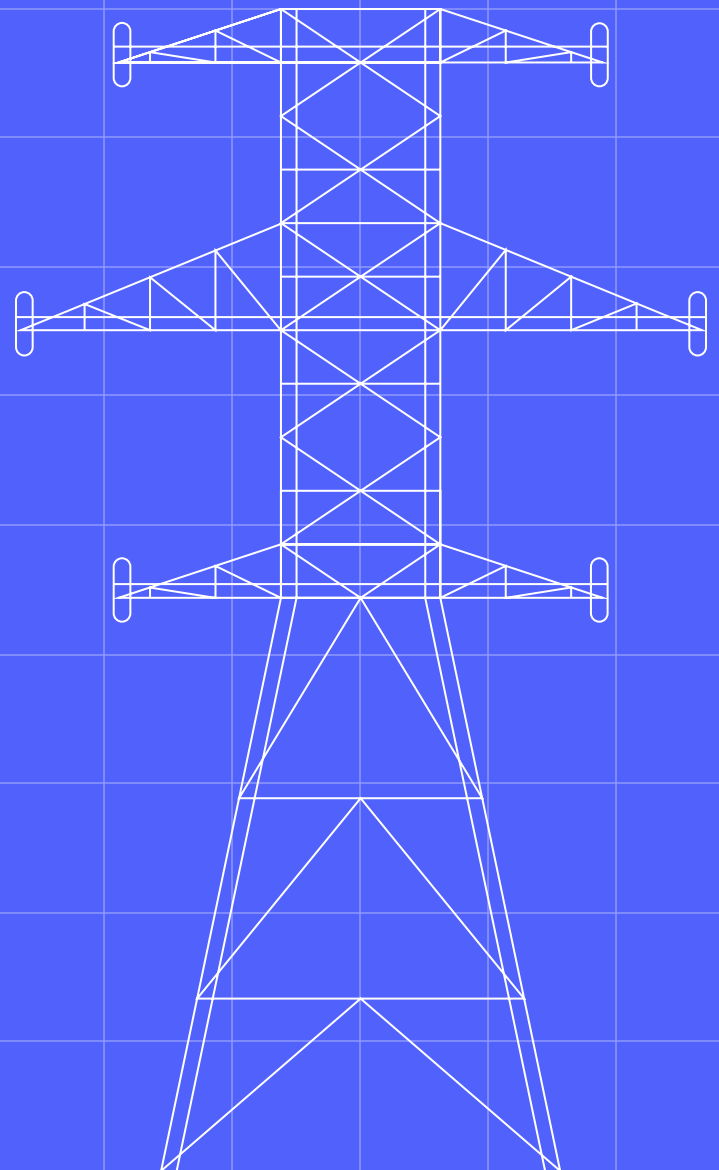
In the event of DTN Gateway issues

To all MHHS SIT Participants,

- If you experience a DTN Gateway issue please contact the ElectraLink Helpdesk (Electralink.Helpdesk@electralink.co.uk) first so that your issue can be evaluated rather than raising a defect on MHHS ADO.

- During the discussion with ElectraLink they will then be able to advise whether the issue is a configuration issue or a defect that then requires to be raised via MHHS ADO.

Defects



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How the Programme manages defects

The process map opposite articulates the MHHS Programme's **Defect Management Process.**

Triage:

- When a defect is raised by a participant, the defect will be reviewed by the Defect Manager.
- Defects will be triaged by the Testing Team to determine which 'resolving team' is required to resolve the defect.
- This will be determined at Daily Triage Meetings.

Assignment:

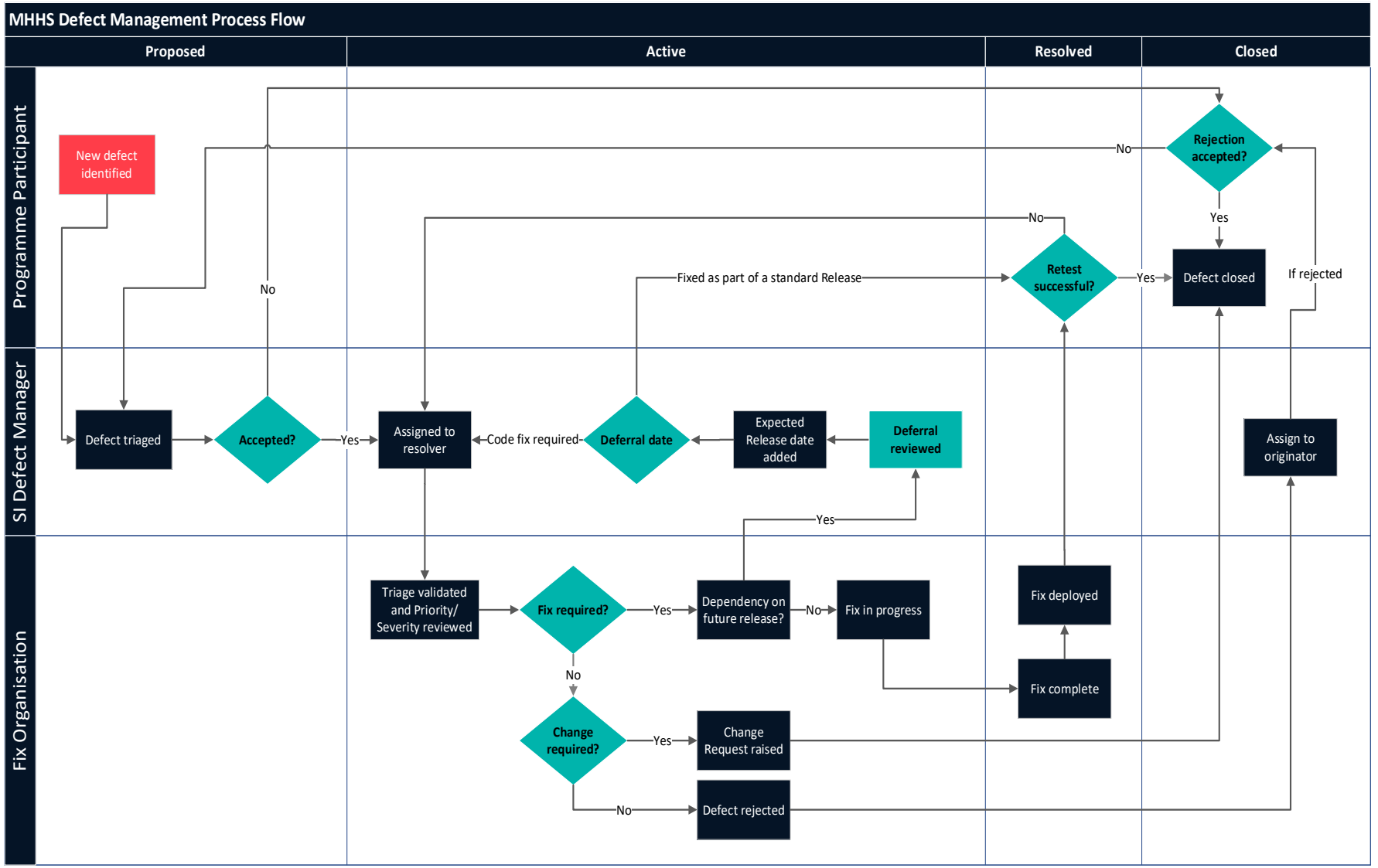
- Defects will be assigned to one of the Resolving Teams (Central Parties, Core Solution Provider, and SI).

Resolution:

- The responsible Resolving Team will undertake Root Cause Analysis to determine how to resolve the defect.
- When resolved, the defect status will be changed. The final status is 'Ready for Retest'.
- Defects are then bundled into a Release, and 'Request for Change' is submitted to the Test Team for Release Approval.

SLAs

- Defects resolutions are subject to SLAs. They begin when the defect is raised and allocated by Triage and end when it has been deployed.
- Please refer to the DM Plan, section 8.3 for details of the SLA Response / Fix Times applicable for Central Part defects.



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Key Defect Fields in SIT NFT

In order to provide the required Management Information (MI) for SIT, the following new fields have been added to the defect template in ADO. The disciplined use of some existing fields will also become critical.

Fields which are *mandatory* when a defect is raised (if these fields are applicable):

- **'Cohort'** is a value, selectable from a pop list (Updated to include SITNFT specific named cohorts/paired cohorts)
- **'Test Phase'** contains the various NFT Themes as selectable items in the drop-down list
- **'Participant'** will be auto-populated when the defect is created, the **'Participant Organisation'** is selectable from a new pop list
- **'Market Role defect Found in'** is a value, selectable from a pop-list (Should be identifiable from SIT NFT script steps)
- **'Market Role defect Originated in'** is a value. This will help identify the target system for fix
- **'Impact Notes'** is a free text field where any detail can be added to help assess impact which in turn will aid assignation of P&S
- **'Business Process'** is selectable from a pop-list, (previously not mandatory) can select 'Not applicable' if unclear for NFT
- **'Test Theme'** is a value, selectable from a pop-list for SIT NFT you may select 'Not applicable'
- **'Test Cycle'** is a field where you may select 'SIT Non-Functional Testing' as a general NFT value for the Test Cycle
- **'Resolver Received' (True / False)** tick-box has been added to support the CPO defect response times SLA's
- **'Remedial Action'** - a free text box to allow CPO's to elaborate on defect root cause and resolution action taken
- **'Design Doc Ref / Swagger Version'** are new fields to record the version of the baseline documents effective when the defect was raised (non-mandatory)
- **'Environment'** is a drop-down where SIT-B should be selected for all SIT NFT

It will become increasingly more important in SIT to manage expectations for target fix dates (to enable coordination in a logical and timely manner) and obtain MI around versions defects were Found vs Fixed In:

- **'Found In Build Version'** is a new field free text field which needs to be populated; For NFT we recommend supplying IR version
- **'Fix ETA'** will be expected to be used by Central Parties (CP's);
- **'Expected Release Date' / 'Expected Release Number'** - Will be populated as soon as is practically possible by CP's
- **'Actual Release Date** and **Release Version** – Population will be mandatory for each CP.

Raising Defects – What is needed

It is important to remember what is useful to include when raising a defect in ADO. This information will (1) Allow the defect to be Triaged by the SI Team and then by the CPO quicker and more effectively and, (2) Reduce the likelihood of the defect being 'Rejected'.

The programme is carrying out enhanced checks on defect quality prior to assignment to the triage team and where information is missing or ambiguous, these defects will be rejected and passed back to the raiser. The defects won't be progressed until they contain the missing required information or clarifications.

General	Area Specific
Description of Defect - Explain context and where appropriate, background to defect, in layman's terms, e.g. what was sent by whom, what was expected, what was received or not etc;	Raw Payload needs be attached where applicable (Request body - JSON format) For (Settlement), uncompressed reports to be attached
'Impact Notes' - add detail (shouldn't be an overly technical description) to help assess breadth of impact, both in terms of functionality and number of test cases failed or blocked, which in turn will aid assignation of Priority and Severity.	Synch responses received from DIP system must be attached where applicable
Design Docs – Ensure you are aware of the current Design Baseline and comply with the Swagger/DES138 for the correct construction of messages (Payloads)	Response Message Transaction ID's
Ensure your endpoints are set up in the DIP Portal prior to test	Sending party details / Sender Unique Reference
Ensure your URL is registered for Error / Response messages prior to test execution	DCP MPID or name if applicable;
Test Scenario / Test Reference, linked to Reproduceable Steps	DIP transaction IDs
Full Description of the failure, please provide as much detail as possible; including MPAN references where relevant (**not** MPANs)	**Secondary Routing:** If the message isn't arriving to your endpoints, provide screenshots confirming the endpoint set up in the dip portal and the DIP ID + Role you expect the message to arrive to.
Expected Outcome versus Actual Outcome;	Any known impacts (tests, flows, testing)
Evidence / Screenshots as evidence; including DIP Portal tracking where relevant	Any actions and their outcomes already undertaken to investigate or resolve issue
Attach exact response generated (e.g. for Portal);	

SIT NFT Design Defect Triage Principles & Checklist

- This checklist is to be considered when agreeing an approach on how best to fix defects presented by the Defect Manager at the daily Triage meetings.

- It should be noted that it may not be appropriate to rigidly apply these checks / principles and in certain circumstances some defects and their resolution may need to be assessed on an individual basis.

Have we agreed the type of defect e.g. Test scenario / script, software defect, Design defect, operability defect etc ?

Have we determined the effected Cohort Groups. Does the defect impact a single participant, a core participant, a cohort group or linked cohort ?

In respect of Design defects, the baselined design should be the measure on whether an issue is a defect against the design a gap in the design or a clarification.

The resolving party assigned should be responsible for clearly articulating the cause of defect and if necessary, providing options on how the defect may be resolved or workarounds applied

Resolution / Communication of the defect needs to consider the following

- Initially who are the Impacted Participants by the defect
- Is the defect clearly understood
- Have consequential impacts on other participants been considered
- Can the defect be fixed by a short-term workaround,
- Workarounds need to be clearly articulated in any comms along with associated operational timescales for the workaround ahead of a permanent fix
- Has the defect been corrected in a subsequent release (e.g. a IR5 defect already fixed in IR7)
- Consideration to any development and regression activity needed to be undertaken by participants
- Consideration to timing and implementation of the fix in relation to test cycles

Comms should be sent initially to those effected participants. Cohort group, then if appropriate to a wider participant cohort.

Clear communication sent detailing the implementation coordination including dates and feedback loops

Should an article be added to the Knowledgebase on the collaboration base

Arbitration of Priority Defects

There is likely to be examples of where two or more high priority defects need to be resolved at the same time.

With all cohort groups being given guidance around ordering this will hopefully mitigate scenarios where all participants and cohort groups being impacted by the same defect at the same time.

Where this does occur, the following should be used as guidance in determining the relative prioritisation in resolving the defects to minimise impact to delays in testing:

1. Are each of the defects clearly understood and root cause identified ?
2. Are each of the defects with the Core Participants or Design and therefore likely to impact all Cohort Groups ?
3. Are the defects impacting a Change of Agent / Supplier (COA / COS) and therefore impacting more than one Cohort group
4. Is the resolution effort understood for the defects ?
5. Is the resolution timeline of the defects clearly understood ?
6. Is there a short-term workaround for the defect known / needed ?
7. Are participants within a cohort group able to proceed with another stream of testing whilst a resolution is sort ?

Understanding and answering each of the above will help set the relative prioritisation in the resolution of the defect.

Escalation

Where high priority defect deadlocks remain, these will be taken to the daily 17:00 MHHS Internal Daily Stand Up
Ultimately it will be for the Programme to determine the prioritisation of a defect but may consult with the IPA if required.
Other considerations may feature into a decision process e.g. the ability to complete the testing of the end-to-end design, and progress to the next phase of testing.
Outcome of the determination will be clearly communicated to affected Participants and Cohort groups and FTIG

Approach to Handling Test Case Defects

Problem Statement 1 – During Cycle 1 any Test Case (script) defect no matter how severe resulted in the associated Test Case(s) being Failed or Blocked. However, it was observed that approximately 50% of Test Case defects were Severity 3 or 4, and did not necessarily invalidate the overall objective of the Test Case. This meant that where a Test Case defect existed, test progress was prevented, even if the defect was of a low severity e.g. a clear test case typo.

Problem Statement 2 – In Cycle 1 all test cases were pre-loaded in all relevant ADO project instances, this meant that when a test case defect required resolution, the fix would first be uploaded as a new version of the Test Case to the Master ADO project, then would need to be deployed to each relevant ADO project where the Test Case had been loaded. This process entailed many manual steps and was further complicated when the Test Case had been executed, as decisions would need to be made on how to action the change given the executed state. As the Test Case defect in-flow increased, this backlog of required resolution activity increased exponentially and resulted in longer resolution times for test case defect fixes.

Solution – to address these problems in subsequent SIT stages and cycles the programme will adopt the following policies:

1. **In the event of a Test Case Defect** - when a Test Case defect is raised, it will be first assessed in terms of 'Materiality' to the overall objective of the test case. If deemed 'Material' to the validity of the test case it will be prioritised for fix within the test cycle, and the associated impacted test cases will be either 'Failed', or 'Blocked' until the test case fix has been deployed. If deemed non-material, guidance will be provided back to the PP raiser with instructions on how to proceed with the test, noting that the test case defect had been encountered and linked to the test in ADO. Therefore 'immaterial' test case defects will still be planned for resolution but will no longer be an impediment for testing progress.

2. **Determination of 'Materiality'** – during the test case defect triage process the SI Assurance team will assess the defect and determine if its presence invalidates the objective of the test. If the test could proceed with documented guidance on how to avoid, or "workaround" the defect, this guidance will be provided to the PP via the '*Defect Workaround'* field. Defects of this nature will then be placed on a known issues list and published to SIT participants, so that if encountered they can also adhere to the same guidance to proceed with the relevant test(s).

3. **Audit Trail** – where a participant encounters a test case defect the programme still requires that a test case defect is raised; if it is deemed non-material and workaround guidance has been issued to participants, and the PP goes on to conclude that test with a 'Pass', we ask that PPs set the test to the *'Passed with Observations'* sub-status, noting the test case defect that was encountered in the mandatory '*Reason'* field that is required when this sub-status is selected. **Note** - where a PP uses the *'Passed with Observations'* sub-status, correct use of this status will be subject to Test Assurance review, and if mis-applied PPs will be asked to make corrective actions, which could involve failing the test.

4. **Test Case Deployment** - in the new sprint-based model, being adopted for SIT Functional Cycle 2 and SIT Migration, test cases will only be deployed to Cohort ADO project instances when they have been selected for assignment to the Sprint backlog (i.e. the current active sprint or the upcoming sprint). This will limit the effort, time and risk associated with deploying test case fixes, as a fix will only need to be deployed to the master ADO instance, and the Cohort ADO project instance where the test case is allocated, thus reducing the overall time required to resolve a test case defect.

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Test Case Defects Process Lifecycle

Step No.	Step	Owners
1	PP encounters Test Case defect	Participant
2	PP Pauses test case in ADO and raises a Test Case defect (at this point PP should not set the test case to Failed whilst awaiting the 'Materiality' assessment)	Participant
3	Defect is assigned to Defect Management for Triage and initial assessment of 'Materiality' and Severity and Priority.	Defect Management
4	Triage Team assesses 'Materiality' and sets Severity and Priority.	Triage Team (Including SI Test Assurance)
5	**If the defect is deemed 'Material' :** a) Defect Management will inform the PP to fail the associated Test Case(s) and move on to another test. b) SI Assurance will fix the test case and upload to the master ADO instance and inform defect management including details of what has been changed on the Test Case to address the defect. At this point they will also release any associated test cases for sprint selection. c) Defect management will inform the PP that the test case defect is ready for retest. d) SI Assurance to determine if the test case defect has broader impact to other test cases and inform the Test Coordinators if any other tests should not be selected into a sprint until the defect is resolved. **End of process**	Triage (inc SI Test Assurance) / Defect Management / PPC / Participant
6	**If the defect is deemed 'Non-material' by the SI Assurance team:** a) Triage Team determine the defect can be 'worked around' and provides the documented guidance for the PP on how to affect this workaround e.g. test case typo X is noted but confirmed should be corrected to Y in a subsequent test case version. They will then set the Priority to 2, or lower, based on the nature of the defect. b) Defect Management informs the PP that they can proceed with the test by employing the workaround. c) Defect Management will inform PPC that this is a known issue and publish this on the known Test Case issues log. d) PPC will publish the known test case issues list to participants via the Teams Channel (frequency TBC) e) PP continues with the test by employing the workaround, if the test concludes with a 'Pass' the PP is asked to set the test to 'Passed with Observations' and to reference the test case defect that was encountered in the reason field. f) SI Assurance fix the test case defect and upload the new version to the master ADO instance and inform defect management and the test coordinators including details of what has been changed on the Test Case to address the defect. **End of process**	Triage (inc SI Test Assurance) / Defect Management / PPC / Participant

Test Case Defect Materiality Assessment Criteria

Test step variance from technical implementation:

- Actions specified in steps are a correct interpretation of the design, but the implementation in a participant's system differs, and the participant can offer an alternative action/approach to progress the test to the next step.

- **Dispensation:**
  - Triage assesses and validates the alternative approach, i.e. it does not compromise the overall integrity of the test and its outcome.
  - Impacted PP records the actions taken, the outcomes and evidence.
  - If successful, the test case is passed without condition.
  - No change required to test case.

Minor Non-blocking Error (typos):

- Test case contains a minor, non-blocking error (e.g. typo in an Event Code, role acronym error, DIP response code typo, CSS ID error).

- **Dispensation:**
  - Triage assesses and clarifies the correct text and instructs the cohort to proceed with the execution.
  - During execution PP records the value used or referenced against the test step, as asserted during the triage, and references the triage decision.
  - If successful, the test case is given a conditional pass, on the proviso that error is fixed in a future update, at which point the conditional status is solidified as a Pass.
  - Test Case is updated in a future ADO release P3/P4). Note the recommended re-test requirement will be provided on the defect, i.e. either a visual check on the new version of the defect or a re-run of the test case.

Blocking Error (invalid info):

- Test case contains a clear error that invalidates one or more steps, i.e. actions specified and outcomes are incorrect versus the design.

- **Dispensation:**
  - Triage assesses the bug scope and impact. For example, is it confined to one step early in the sequence of a test case with several steps. Triage assesses and determines the correct actions and outcomes that should apply. Triage determines whether those actions can be invoked without invalidating the rest of the test case journey, overall goals and outcomes.
  - If "Yes", triage stipulates the test is resumed with the invocation of the correct steps and expected outcomes; PPs capture said info against the step during execution, stating the triage guidance, including screenshots/logs that the actions and outcomes match the triage guidance.
  - Test is given a conditional pass on the proviso that test case defect is fixed as a matter of priority. Triage reserves the right to mandate a re-run of the corrected test case, covering the steps that were previously in error.
  - Test Case is updated as a matter of priority (P1/P2).

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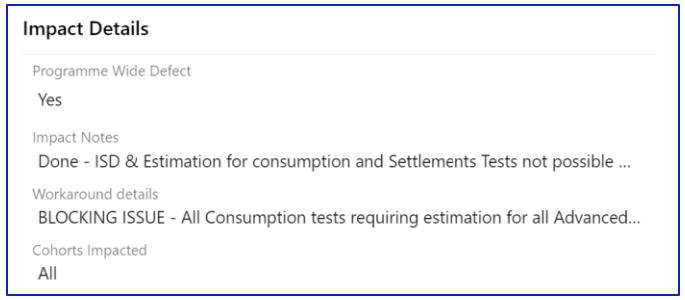
Defect Impact Assessment

Defect Impact Assessment Process:

- On a daily basis any P1 and P2 defects allocated to Central Parties or the SI Test Assurance teams are reviewed for Impacts, and possible workarounds are discussed.
- Questions asked during the Impact Assessment are as follows:
  - Is this defect blocking our Priority objectives?
  - Review and confirmation of the Themes / Business processes Impacted by the defect?
  - Does this defect impact specific Market Roles or multiples?
  - Which Test Cases are impacted by the defect?
  - Has the issue been seen before / is this a potential duplicate defect?
  - Confirm Test Case progress from other Cohorts? Is the same issue observed or Passed?
  - Can the test be completed or is this a Blocking Defect until resolved?
  - Should we be blocking other Cohorts from running the test(s)?
  - Is a Workaround available to complete the test case?
  - Do we need to link other tests in the same and/or other cohorts to the blocking defect(s)?
  - Is the Severity and Priority correctly assigned to this defect?

ADO details:

- After the Defect Impact Assessment meeting, the Impact and possible Workaround details are updated in the ADO defect record.



- These details are then shared with the test coordinators and made available in the Daily Defect Extract Report.

Defect Id	Title	Programme Wide Defect	Cohorts Impacted	Workaround details	MHHS General Impact
36348	[SITFTS-0315 TC04 - Method 3]- Not received Load shape data with loadShapeDomesticPremiseIndicator":true in IF-022 for Advance meter	Yes	All	BLOCKING ISSUE - All Consumption tests requiring estimation for all Advanced Domestic MPANs	Done - ISD & Estimation for consumption and Settlements Tests not possible without Load Shapes for Advanced Domestic Meters ONLY

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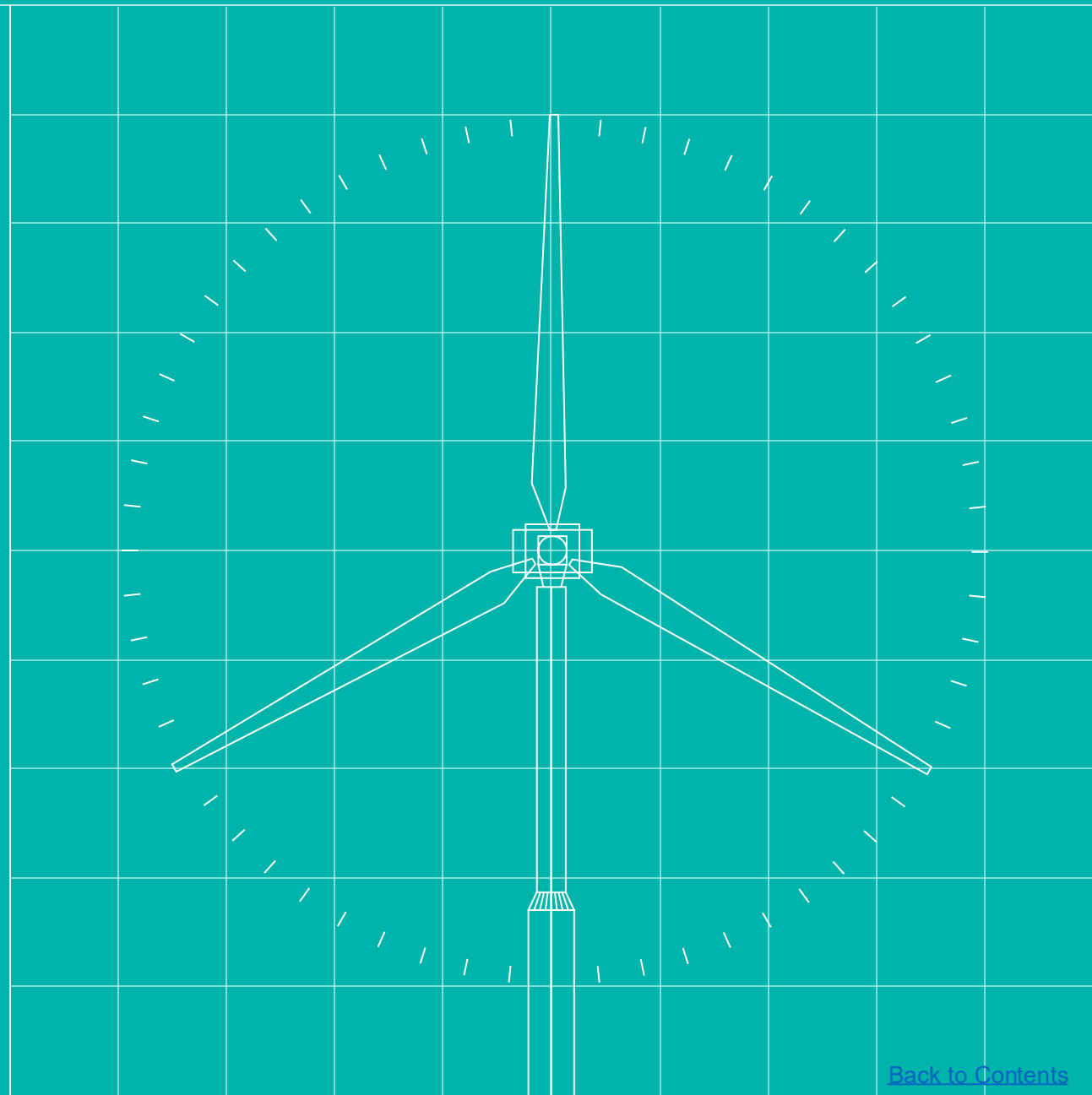
Test Evidence



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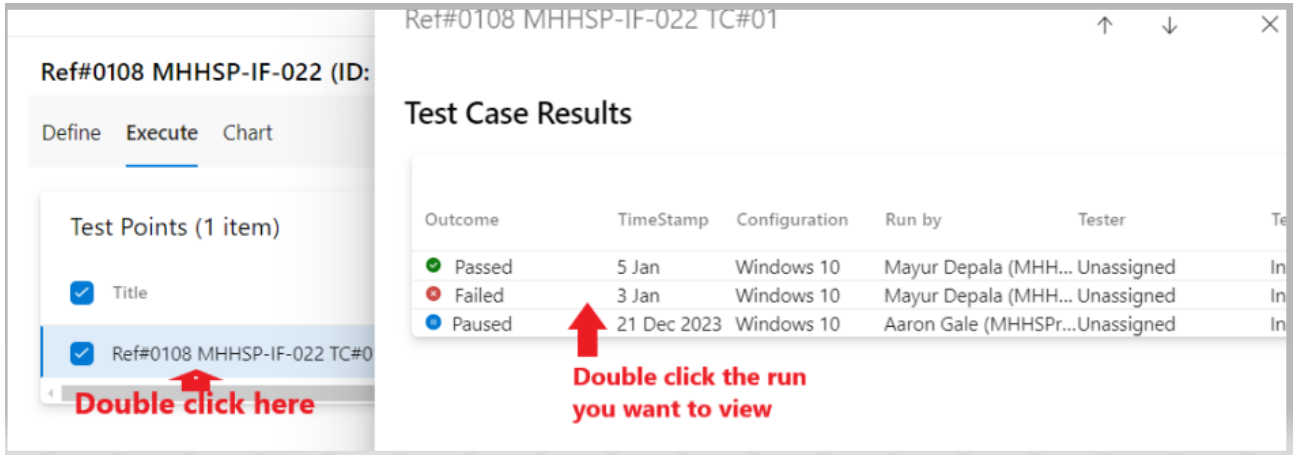
Updated for SIT NFT

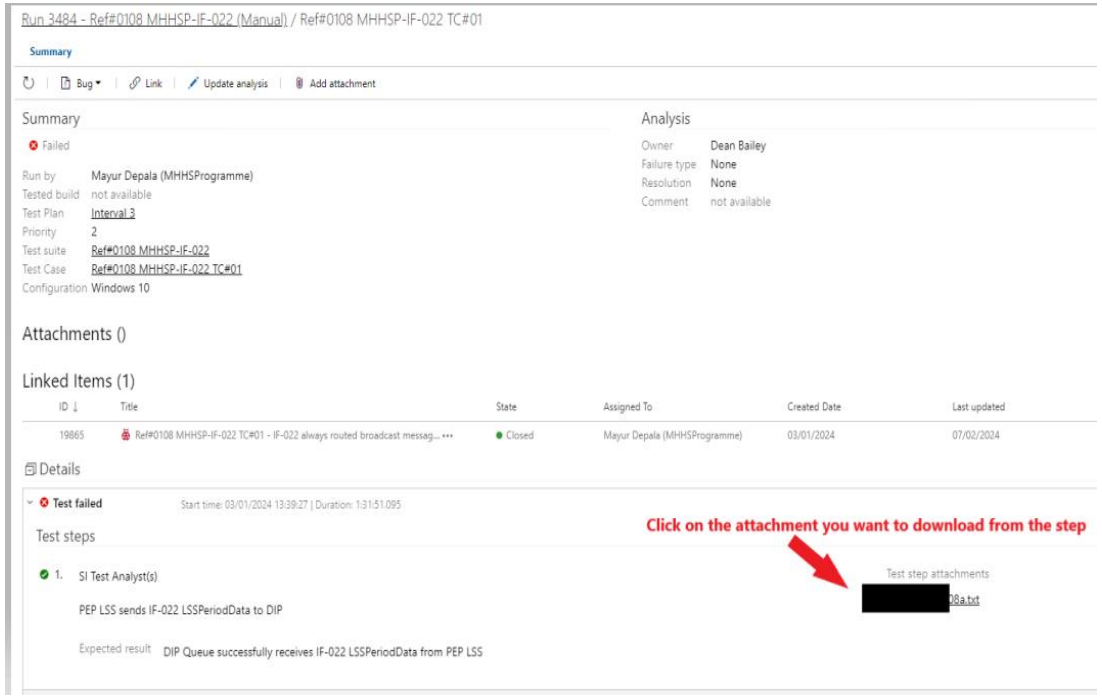
- Participants executing SIT NFT will need to provide test evidence for their test steps in ADO. This evidence will be used during test assurance to validate actual vs. expected results of the tests. Test evidence is also critical for triaging defects.
- Note that this will be expected to be captured and uploaded into ADO at the point of test execution, or no later than the end of the business day, any exceptions to this timing of evidence upload will need to be specifically agreed with the SI.
  - For SIT NFT, as noted in previous slides, the current view is that the SIT coordinators will actually carry out the steps of uploading evidence into ADO for executed test cases. PPs should be in a position to provide such evidence to SIT coordinators on the day in question that the test was executed
- Screenshots of the test system, messages, and/or electronic logs of messages must be provided as appropriate and should be annotated with the Test Case reference and test step they apply to (instructions provided in this pack).
- The evidence is standard for any test assurance process, and should be similar to participants own quality gate and internal audit

Instructions on how to view an old test run and download evidence

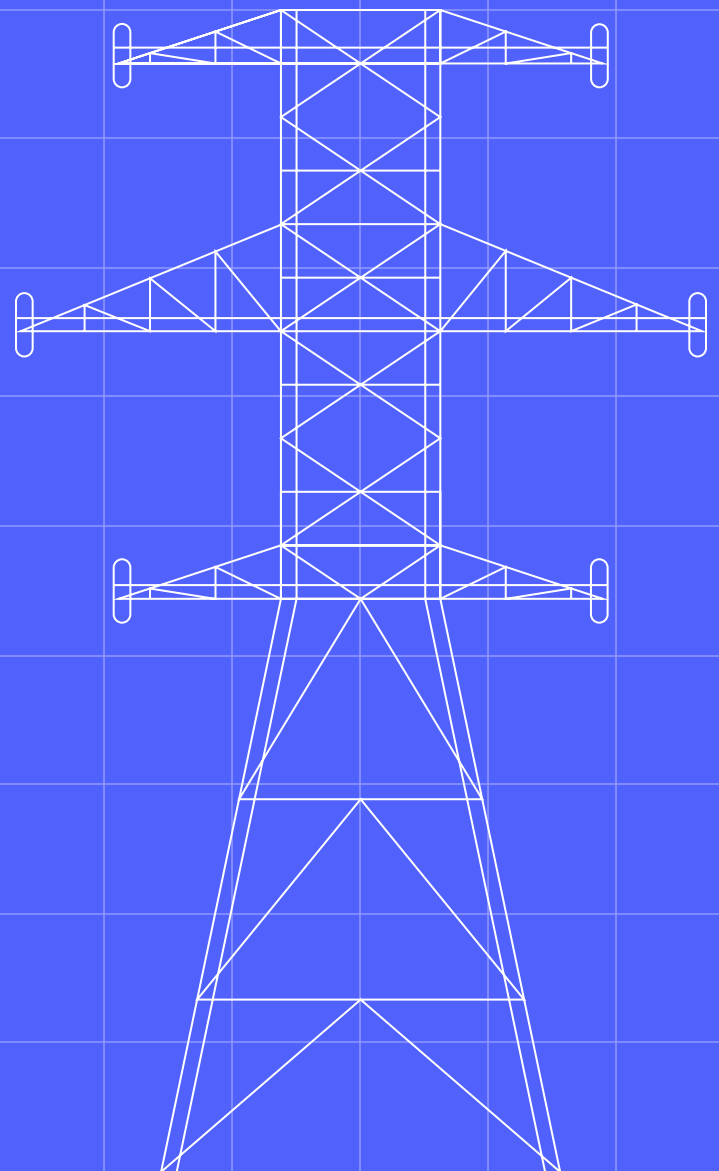
1. Viewing previous runs
   - Find the test case in question in ADO test plans
   - Double click the test case so view runs
   - Double click the run you want to view



2. Downloading attachments
   - The test run window will open with all steps visible
   - You can download any attached files on test steps



Release Management



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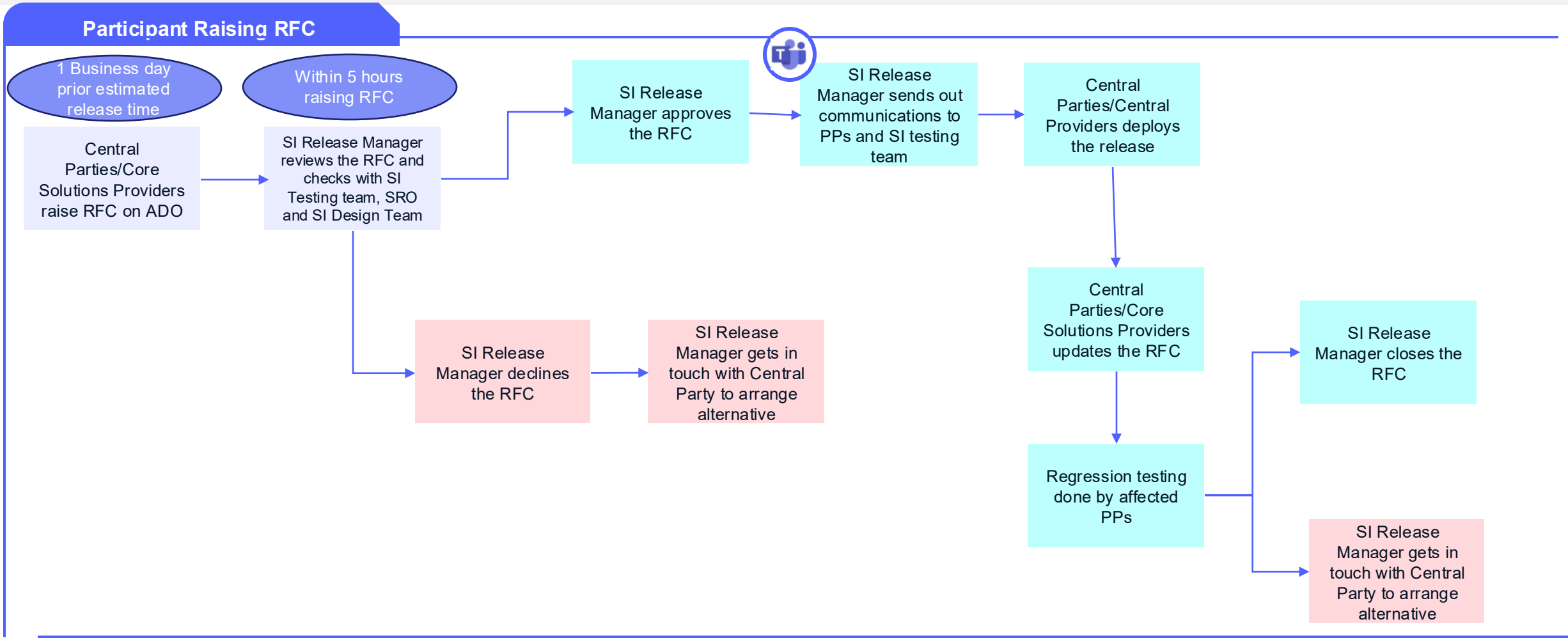
Updated for SIT NFT

Release Management – Central Parties

- ***For SIT NFT we need to test against a consistent codebase within each theme. As a result, we do not expect intra theme releases. This slide and following are provided as a general informational asset regarding releases.*** ***All Central Parties / Central Providers would need to ask permission to the SI Release Manager by raising RFC in ADO. All the other PPs would need to raise RFC to keep the SI Release Manager informed. All Central Parties / Central Providers would need to schedule releases on Monday at 4 PM when required, environment outages for releases will vary dependent on content and will be communicated by Release Management to Cohorts***

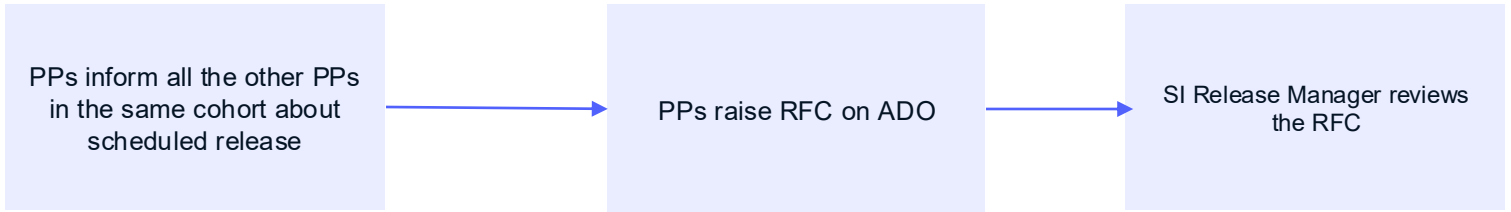


Release Management – Non-Central Parties

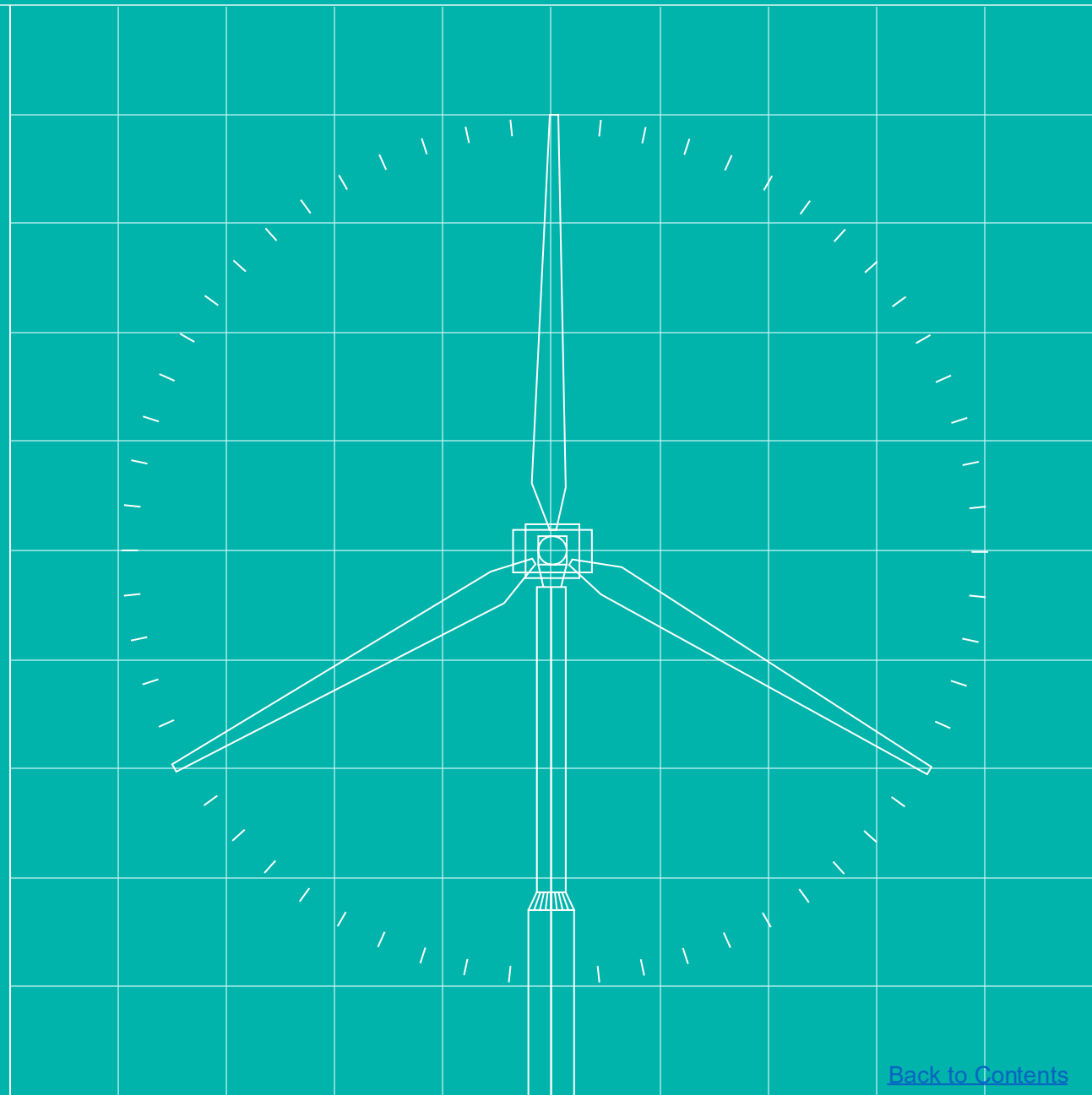
All Programme Participants (Non-Central Parties) should raise an RFC for each of their releases but this is an FYI rather than 'asking permission'.

Release Type	Definition	Frequency	Notice Required (Central Parties)	RFC Required in ADO
Major	Release of software that contains significant additions of functionality	Ad hoc	Several Weeks (Variable)	Yes
Minor	Release of software that contains minor additions of functionality	Weekly	1 Business Day	Yes
Patch	Release of software that bundles defect fixes, for example a scheduled weekly release of defect fixes.	Weekly	1 Business Day	Yes
Emergency	Release of software which contains a fix for a blocking testing defect that can not wait until the next scheduled Patch Release	Ad hoc	1 hour	Yes

Participant Raising RFC



Suspension and Resumption Criteria



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Suspension and Resumption Criteria

MHHS-DEL1259 SIT Functional Test Approach & Plan was published in August-23 following TMAG Approval. Section 7.2.8 of the Document introduces the Suspension and Resumption Criteria to be applied through SIT

Suspension and Resumption

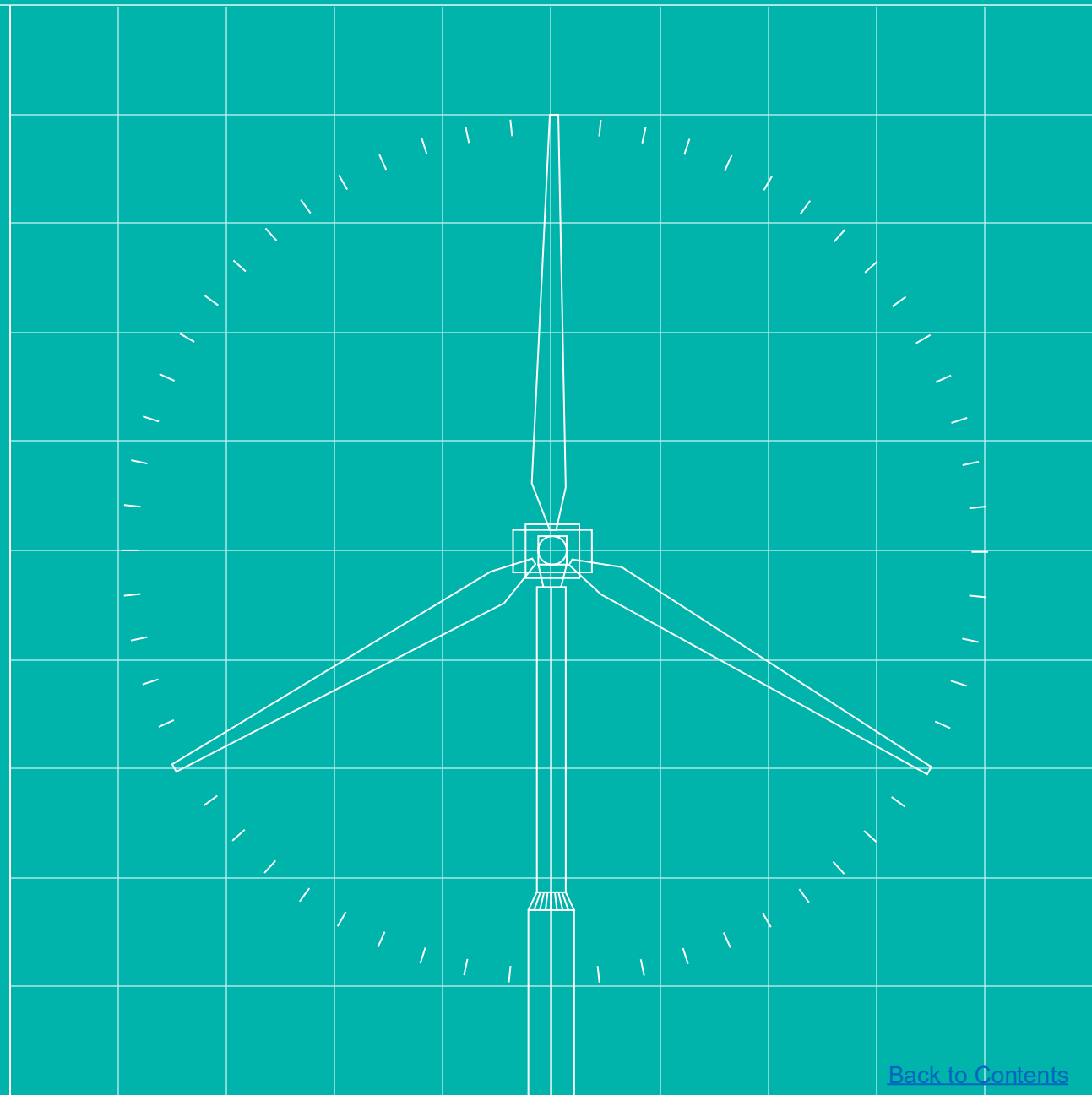
During SIT, any PP has the right to suspend testing where it considers necessary, by agreement with the SI team. Testing will only recommence when agreed between the PP and SI team. Where the SI team believes there are reasonable grounds to suspend all testing, this can be done by agreement with the SRO. In the case of any suspension the IPA and OFGEM would also be informed. should follow the process set out in the Defect Management Approach. In addition, all issues, prior to escalation, should be discussed with the SI Team.

Reasonable grounds for suspending testing may include any of the following:

- Application components are not available as scheduled.
- A testing issue prevents further useful testing from proceeding.
- A large percentage of planned test cases for a given day fail and significant root cause analysis needs to be undertaken to establish the cause. The outcome of any root cause analysis activity may result in testing being suspended.
- Test cases to be executed are in a “blocked” status due to an identified testing issue.

Where testing has been suspended, either the SI team or the PP (as appropriate) will produce a test suspension report reflecting the cause of the suspension and the actions to be taken by whom and when in order for testing to resume – the test resumption criteria. Testing will only resume once the PP has demonstrated to the SI team or the SI team to the SRO that the test resumption criteria have been met.

Test Exit



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Test Exit – Criteria and reporting

SIT NFT Test Exit Criteria

In order to exit SIT NFT you <u>and</u> your Cohort will need to demonstrate that:

- ✓ All SIT NFT tests have executed, and the overall test pass rate is 85% or above or any exceptions are documented and agreed.
- ✓ There are no outstanding severity 1 or 2 defects, or any exceptions are documented and agreed.
- ✓ The number of outstanding severity 3 or 4 defects, within the following thresholds:
  - ✓ 10% of test cases allocated per Market Role x Severity 3 Defects
  - ✓ 20% of test cases allocated per Market Role x Severity 4 Defects
- ✓ Work-off plan for any outstanding defects has been produced and agreed.
- ✓ Test results and evidence has been captured in the test management tool.
- ✓ Defects have been captured in the defect management tool.

Note the above Objectives will be used as the criteria to measure the outcomes of SIT NFT

Participant Test Completion Reports (*Applies at the end of the SIT NFT Test stages*)

As each SIT NFT participant **<u>and</u>** Cohort concludes their testing within the SIT NFT Themes, they will be required to provide an individual Test Completion Report **within 5 working days of completing their tests.** This should include all exceptions and associated work-off plans.

The Programme will provide the Participant Test Completion Report format for all participants to complete.

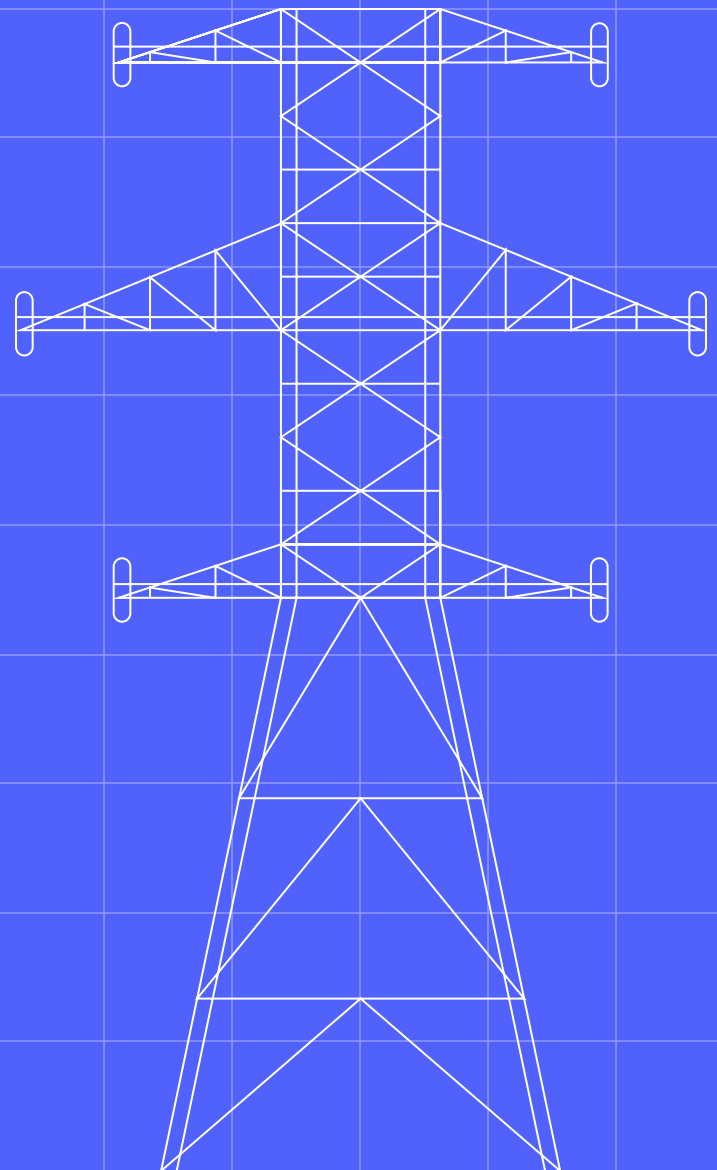
The SI will continue to be engaged in Test Assurance engagement and monitoring throughout the execution activities. However, the report will serve as a formal position at the point of SIT NFT Test exit governance.

SI Test Completion Report

At the end of the SIT NFT Themes the SI will produce an overarching NFT Theme completion report.

This report will form the basis on which governance approval of the completion of the SIT NFT Themes will be sought via the MHHS Governance Framework.

Cohort Engagement Guidelines



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Cohort Engagement Guidelines (1 of 2)

During SIT NFT Participants will belong to one or more cohort groups, these guidelines set-out expectations in relation to their expected participation and behaviour, the objective of these guidelines is to move through SIT testing in a way that avoids unnecessary delay

General behaviour of all participants is to:

- Foster an open and honest relationship within your cohort.
- Acknowledge commercial sensitivities between cohort members.
- Resolve differences in approach within the cohort before escalating to the Programme.
- Acknowledge the challenges of Core participants and the fact they operate in all cohort groups.

Attendance to Meetings

- Be punctual to cohort group meetings (it is acknowledged that not all participants need to attend all meetings).
- Come to the meeting prepared.
- Participate constructively allowing all member to express their thoughts.
- Address conflicts respectfully and professionally.
- Focus on solutions rather than opinion, and to move forward with testing.
- Persistent non-attendance to meetings that causes blockers should be escalated. If you don't attend collective decisions may be made without your input…

Participation on Teams Channels

- Contribute to cohort discussion and where appropriate contribute and acknowledge chat themes.
- Keep messages relevant to the team or channel's purpose.
- Start a new thread for new or off-topic discussions.
- When starting a new topic, provide sufficient context for others to understand (have a clear title for the post).

Cohort Engagement Guidelines (2 of 2)

During SIT Participants will belong to one or more cohort groups, these guidelines set-out expectations in relation to their expected participation and behaviour, the objective of these guidelines is to move through SIT testing in a way that avoids unnecessary delay

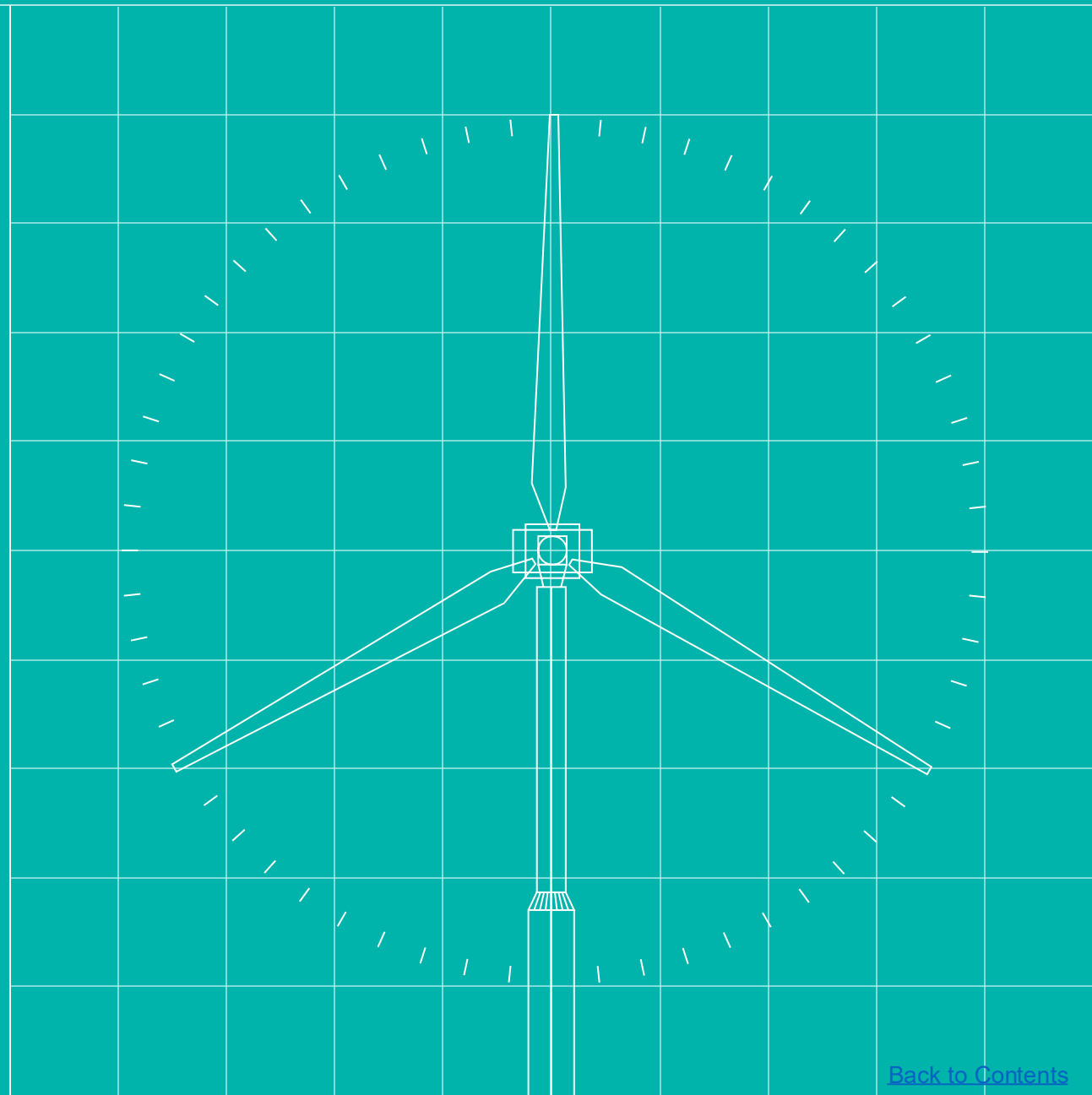
Commercial Sensitivities

- Acknowledge that some participants have existing commercial arrangements.
- Whilst cohort teams channels are private be aware of commercial sensitivities of other members, and sharing information across channels where you are a member of more than one cohort.
- Do not use commercial sensitivities as a blocker to resolve issues.
- Do not share information that may compromise your or another participants Intellectual Property.

Escalation

- Look to resolve issues within the cohort group.
- Reach out to the Programme to provide guidance prior to escalation.
- Where appropriate an escalation to the programme should also be communicated within the cohort group.
- Ensure escalations are timely and information about the issue is clearly articulated.
- The programme has the final decision on prioritisation to maintain cadence of testing.

Escalation



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Escalation – overall process -

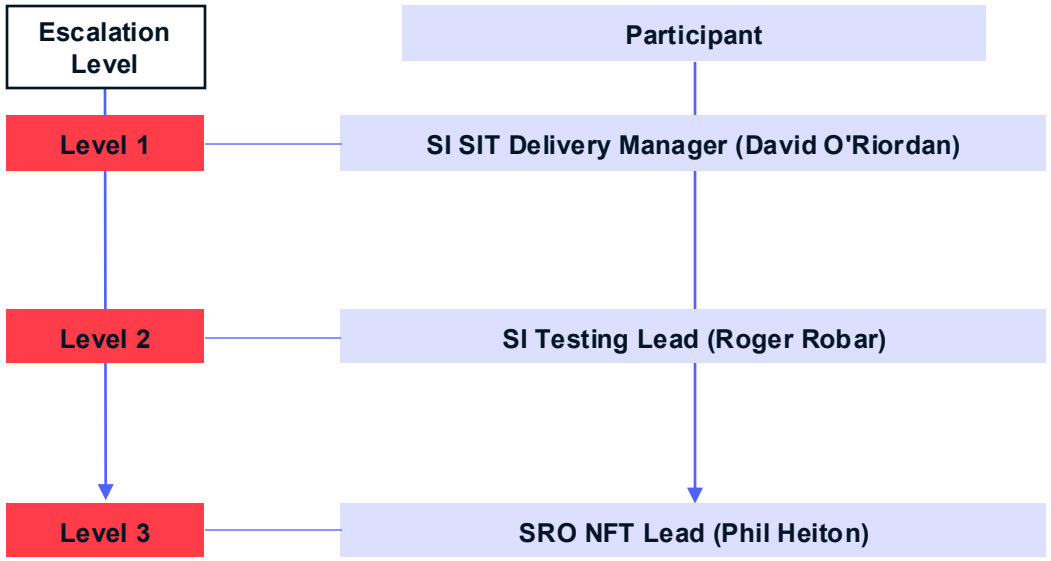
While it is the goal of the Programme to ensure a collaborative and successful approach to SIT Functional & Migration test execution, we are pragmatic in understanding that there may be instances where the Programme and participants are not in agreement. We have outlined a specific escalation process below. The purpose of this process is to ensure timely and satisfactory resolution that mutually benefits the Programme and participants, and allows for SIT Functional & Migration test execution to continue to progress.

In the first instance we urge that Participants attempt to resolve matters with their Cohort members and their SIT NFT Coordinator, however if this can't be achieved then please note that the below outlines the escalation route for participants. The following slide outlines a potential other route to escalation.

Testing Escalations

A Testing Escalation for example would trigger in the following circumstances:

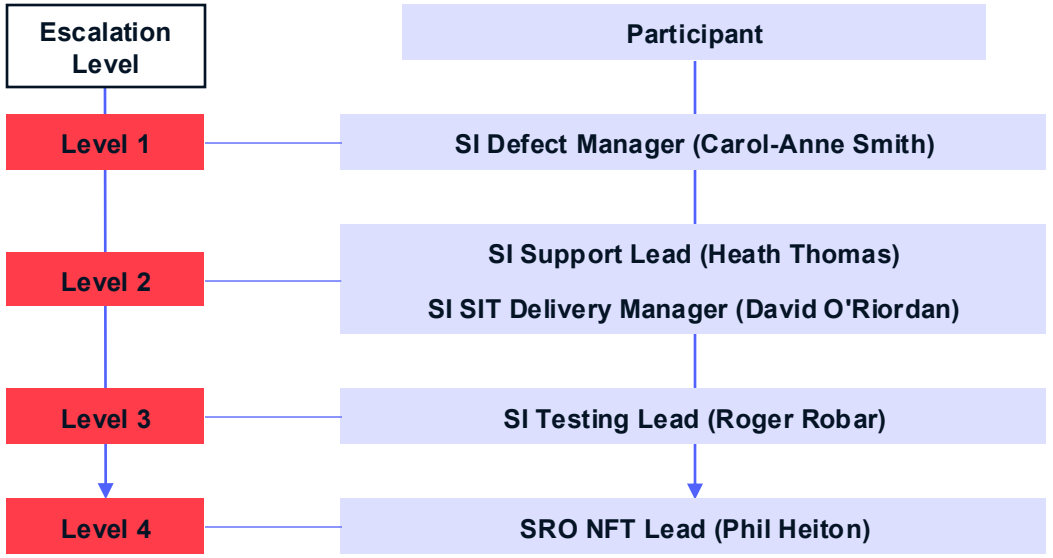
- Test Participant is blocked and requires additional support from the programme to resolve.
- Participant has an internal issue which may impact or delay their test execution completion.



Defect Escalations

A Defect Escalation for example would trigger in the following circumstances:

- The Test Participant and/or Fix Organisation response times are longer than target service levels.
- Failure to agree on the Target Fix Organisation; or
- Failure to agree on the defect severity or priority.



Internal programme escalations – The PPC

The previous slide outlines the primary route of escalation for participants. However, we understand that participants may wish to raise escalations with a separate party outside of the SI Testing Team. This is when the below, which primary outlines the role of the PPC Team, comes into effect.

During the course of your SIT NFT test execution, there may be times when you wish to **speak with an impartial member of the Programme** to discuss an issue which has not been resolved to your satisfaction.

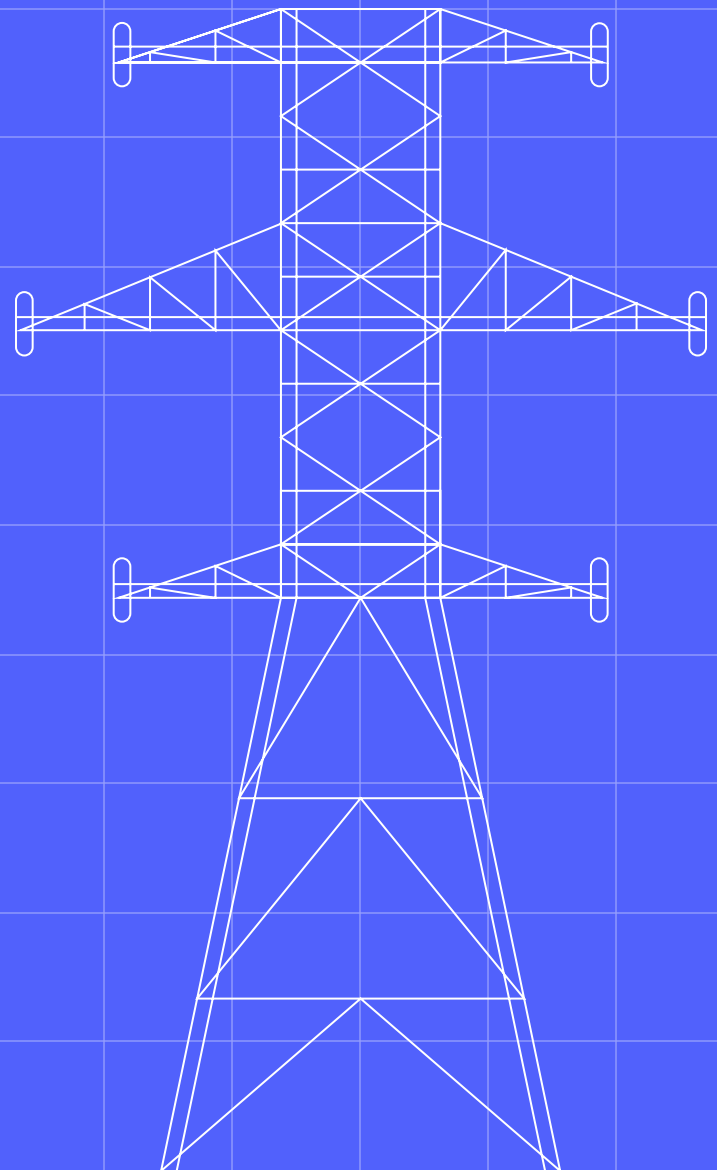
A dedicated member of our **Programme Party Coordination (PPC) Team** will be made available to hold these discussions with participants prior to any additional escalation.

In the instance where the PPC cannot facilitate a resolution, the dedicated PPC member will support the participant in raising a formal escalation.

PPC Role in Escalation

- Escalations for defects should follow the process set out in the Defect Management Approach. In addition, all issues, prior to escalation, should be discussed with the SI Team.
- However, we understand that participants may wish to speak with an impartial member of the Programme outside of the Testing Team on particular issues.
- In this instance, a member of PPC Team has been assigned to shadow the SIT NFT test execution, attend all SIT NFT test meetings, and are available to discuss issues with prior to formal escalation.
- The PPC Team member will focus on facilitating discussions between the participant and the Testing Team, and identifying and tracking actions to drive resolution, and ensuring accountability of action owners.
- Through this we will ensure participants can continue to focus on delivering the elements that they can deliver and remove their focus from resolving issues with the Programme.
- The PPC Team have direct experience in liaising between participants and the Programme and relaying any concerns or issues to leadership.
- The goal is to avoid delays to SIT NFT test execution and ensure that there are consistent open lines of communications between participants and the Programme.

Appendix A: Key SIT Functional & Migration Artefacts



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Key artefacts to drive SIT NFT execution

Updated for SIT NFT

The Programme has produced a number of key artefacts which underly and inform SIT NFT execution. Understanding these artefacts will be central to successfully exiting SIT NFT. Our table below provides a broad overview of each artefact, and links to where they are stored on the MHHS Website and Collaboration Base.

SIT NFT Test Approach & Plan

The SIT NFT Test Approach & Plan details the associated objectives, scope, approach, schedule, management, governance and assurance of the SIT NFT Test Stage

Use in SIT NFT Execution: Participants should use the SIT NFT TA&P as their baseline knowledge for what will happen in SIT NFT, and use it to aid their planning.

Participants can find a copy of the SIT NFT Approach & Plan on the MHHS Website.

SIT NFT Test Data Approach & Plan

The SIT Test Data Approach & Plan provides a detailed view of the specific data requirement per participant role, including how test data is obtained and augmented.

Use in SIT NFT Execution: Participants should use the document to build a working understanding of what will be tested and how data will be provisioned for their assigned role and Cohort.

Participants can find a copy of the SIT NFT Test Data Approach & Plan on the MHHS Website.

Updated for SIT NFT

Key artefacts to drive SIT NFT execution

The Programme has produced a number of key artefacts which underly and inform SIT NFT execution. Understanding these artefacts will be central to successfully exiting SIT NFT. Our table below provides a broad overview of each artefact, and links to where they are stored on the MHHS Website and Collaboration Base.

SIT NFT Test Cases

The SIT NFT Test Cases outline the steps and instructions that participants need to follow to execute their SIT Functional.

Use in SIT NFT Execution: Participants will use the SIT Test Cases to deliver their SIT Functional Testing.

Participants can find a copy of the SIT NFT Test Cases on the Collaboration Base. Theme 1, Theme 2, Theme 3

Defect Management Plan

The Defect Management Plan describes the overall approach to managing defects within the testing phases of the Programme.

Use in SIT NFT Execution: Participants should use the Defect Management Plan to ensure they are raising, triaging, categorising, and resolving defects in line with the Programme's specified approach.

Participants can find a copy of the Defect Management Plan on the MHHS Website.

Key artefacts to drive SIT NFT execution

Updated for SIT NFT

The Programme has produced a number of key artefacts which underly and inform SIT NFT execution. Understanding these artefacts will be central to successfully exiting SIT NFT. Our table below provides a broad overview of each artefact, and links to where they are stored on the MHHS Website and Collaboration Base.

Environment Approach & Plan

The Environment Approach & Plan (EA&P) sets out detailed guidance and requirements for the use and provision of testing environments during the Test Phases.

Use in SIT NFT Execution:
Participants should use the EA&P to understand the expectations for environment managers to successfully execute SIT NFT, including ways of working, allocation and configuration.

Participants can find a copy of the Environment Approach & Plan on the MHHS Website.

Release Management Approach & Plan

The Release Management Approach & Plan (RMA&P) defines how the Programme will control release management throughout the Test Phases.

Use in SIT NFT Execution:
Participants should use the RMA&P to ensure that they are prepared and can deliver for the planning, scheduling and governance of the releases into the test environments for SIT Non-Functional Test.

Participants can find a copy of the Release Management Approach & Plan on the MHHS Website.

The Azure DevOps (ADO) Test Tool – References and guidance

The Programme is using ADO as the Test Management Tool. ADO has been configured to provide the following capabilities:

Test Management

- Driving test scheduling, coordination and execution.

Defect Management

- Raising a defect.
- Assigning a defect.
- Updating a defect.

Environments Downtime

- Provide a log of planned and unplanned environment downtime.

Release Management

- Request for Change (RFC).
- Governance of changes.
- Governance of releases centralised in MHHS Test Team.

Reporting and Dashboards

- For more information see the Reporting section of this guidance document.

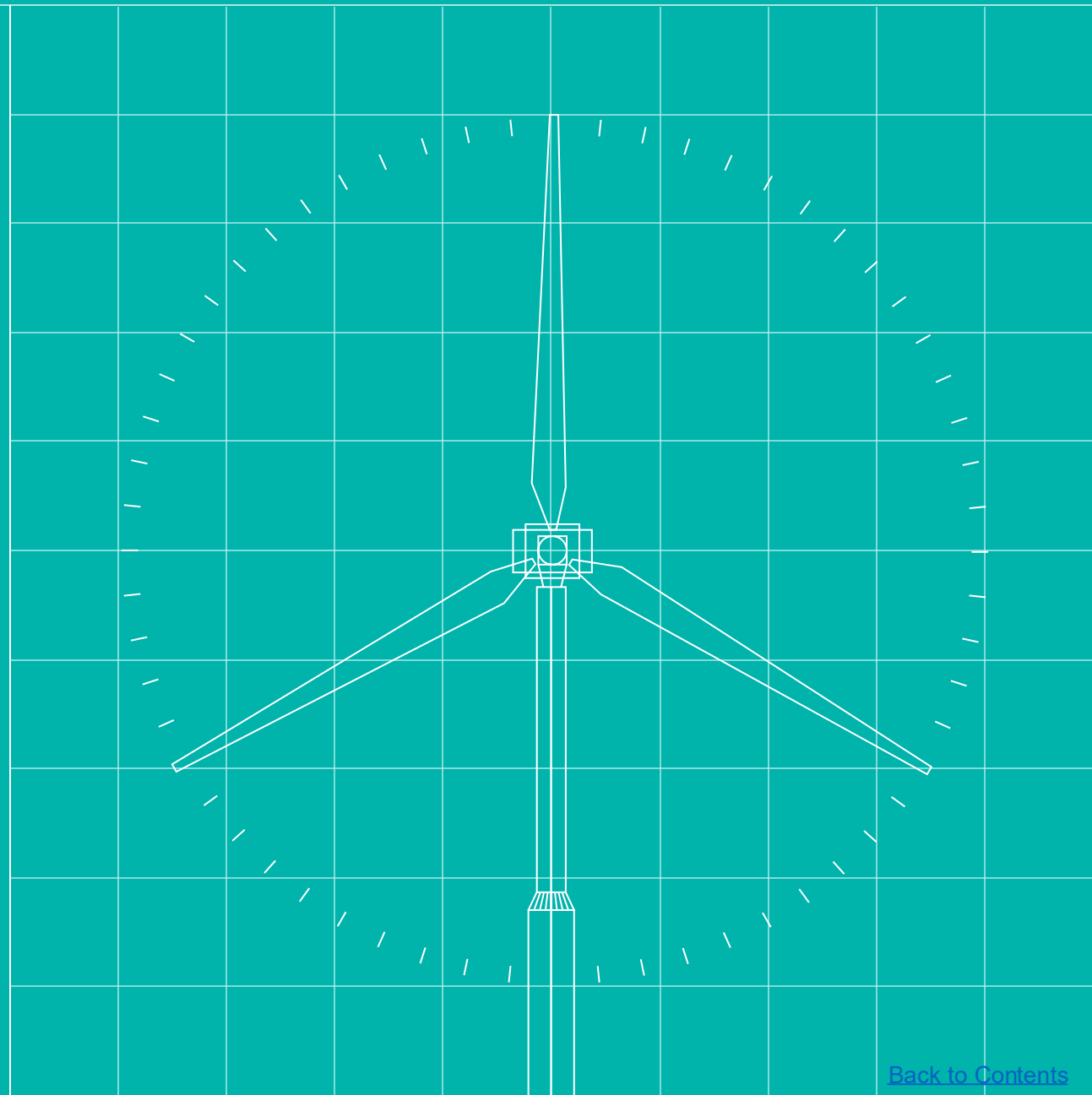
The ADO User Guide can be found on the MHHS Website. The Programme has also development Training Modules for these areas, also located on the MHHS Website.

Permissions and Access Requests	Executing Tests in ADO	**Defect Management**
Creating Queries and Dashboards	Release Management	Environments Downtime

Release Management Detail:

- A Request for Change (RFC) will be raised by Central Parties/Core Solutions Providers when they want to deploy a release.
- The SI Test Team will review the request and either approve or reject.
- There may be situations where a release from a Central Party/Core Solutions Provider conflicts with testing progress.
- This is why the Test Team will govern the release process.
- Central parties should provide 48 hours notice when requesting a Release. The SI will respond within 24 hours.

End



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