

ALLIANCE CHANGE MANAGEMENT

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PURPOSE AND SCOPE

This procedure sets out the process by which changes to the scope of work being delivered by an Electricity Transmission Alliance are to be managed and controlled.

This procedure is mandatory on all Electricity Transmission Alliances and National Grid staff involved in identification of work ultimately intended to be delivered by an Electricity Transmission Alliance.

The scope of this procedure is all changes identified by any member of the Alliance team, Asset Management Electricity Network Investment (ENI), Asset Management Maintenance or Network Operations compared to agreed datum. It is not possible to provide an exhaustive list for all the cases of change, but a list within Section 7 gives an indication of potential change drivers.

For 90 day offer schemes such as New Connections, this procedure shall be complied with. However, it is recognised that due to compressed timescales the Change Request and subsequent response will be of a lower level of detail.

PART 1 - PROCEDURAL

1 RESPONSIBILITIES

1.1 National Grid – Asset Management - Electricity Network Investment (ENI)

For changes identified outside of the formal UKBP/TP121A plan build and current year planning frameworks ENI will initiate the change control process.

For all changes not impacting upon the UKBP/TP121A plan build period, but affecting Works Order entries in any year, the change will be notified by completing an Advance Warning/Change Request notice up to and including the change description section. The form will then be sent to the Core Construction .box.EACC@ngrid.com address for processing. Other changes, (referred to from now on as “Line of Sight”), will be effected through Workbook change control per UKBP/TP186A.

As the change initiator, the Asset Manager is responsible for identifying any changes which are sufficiently urgent to warrant the convening of an extraordinary change control board outside the normal cycle.

1.2 Electricity Alliances

Alliances are responsible for the identification of all change, other than changes documented by Asset Management, including changes arising from the plan build, and current year planning frameworks. Changes required by the Alliance to the outage plan or Asset Management resources are to be documented in line with UKBP/TP121A, including the completion of outage change request forms (OCR) after the establishment of the plan freeze datum.

The Alliance Programme Managers (or equivalent roles) are responsible for co-ordinating change within their Alliance, and ensuring that change impact assessments are completed in the required timescales. On completion, impact assessments are forwarded to Core Construction via the .box.EACC@ngrid.com address.

As the change initiator, the Alliance is responsible for identifying any change which is sufficiently urgent to warrant the change control process outside the normal cycle.

Within each Alliance, the Programme Manager is responsible for arranging approvals of changes by the Alliance Manager.

The Alliance Programme Manager or a nominated individual is responsible for forwarding completed forms to Core Construction for processing via the change control process.

The Programme Manager is responsible for commencing outage or resource plan change requests accordingly.

1.3 National Grid Core Construction

Core Construction is responsible for review of change requests from Asset Management ENI and the Six Electricity Alliances before forwarding them on to the appropriate party.

Core Construction will chair monthly liaison meetings with ENI and each Alliance to review, approve and disseminate changes.

Core Construction is responsible for coordinating submission of documentation for the Change Management Board, and recording and disseminating the decisions to the appropriate Alliances via a regular workbook re-issue (this will nominally be monthly, though may be more or less frequent dependent on need and the level of change). This responsibility includes convening any additional change control board meetings to address urgent change outside the normal cycle.

2 IDENTIFICATION OF CHANGE

Following the issue or re-issue of the work book formal change control applies to any item affecting schemes identified in the current year, year ahead and schemes that have been green lighted with works in years 3, 4 or 5. The line of sight data contained within the workbook is used to progress with development of schemes including the advance planning of outages and resources.

All changes shall be documented on an Advanced Warning/Change Request form – see appendix A. For change forms raised by Asset Management ENI they shall be forwarded to Core Construction for review. Entering onto the Change Register will be completed by Asset Management ENI.

Outage changes are to be managed in line with UKBP/TP121A. If as a result of an impact assessment an outage changes, then the Advanced Warning/Change Request where possible will make reference to the relevant OCR or TOPAM number.

On the identification of a change request, the speed at which the impact assessment should be determined is recorded by assigning the change a priority category either High Medium or Low and the following timescales apply:

- a) High – impact assessment is to be completed within 10 working days and forwarded to Core Construction Change Control Co-ordinator for dissemination to the appropriate party.
- b) Medium – impact assessment is to be completed within 25 working days and forwarded to Core Construction Change Control Co-ordinator for dissemination to the appropriate party.
- c) Low – impact assessment is to be completed within 35 working days and forwarded to Core Construction Change Control Co-ordinator for dissemination to the appropriate party.

Each Alliance will individually respond to every Change Request it receives. However, where a Change Request is sent to more than one Alliance it is the responsibility of the Lead Alliance to co-ordinate the responses, to all project specific impacts and ensure that every Alliance response is consistent in this regard.

In regard to the wider impacts of the change or commercially sensitive information, (for example outages, wider programme issues within an individual Alliance and commercial information), the Lead Alliance is not expected to have visibility or co-ordinate responses.

3 ASSESSMENT OF CHANGE

Alliances shall carry out an impact assessment for every Change Request form appropriate to their Alliance. The assessment will be carried out in priority order depending on the assigned priority category, and include the identification of any impacts which are sufficiently large or urgent to require a special change control board to be convened over and above the routine meeting.

The outcome of the impact assessment is recorded on the corresponding Change Request form. The updated Change Request form is sent to Core Construction who will update the master register. Core Construction will review impact change and action.

The potential impact of a change increases as the timescales increase with the development of the scheme. The matrix gives guidance on how critical a change may be in terms of impact

Impact Timescale

Planning/ UKBP/TP146	IP2	IP3	Detailed Design & Delivery
Current Year	M	H	H
Year Ahead	L	M	H
Future Years			H

L - Low, M - Medium, H – High