5003 / 5004
Monthly Report of Transition Progress
Attachment B – IT Status Reports
(per Settlement V.C.1.b. (v))
For the Month of November 2013

Attachment B.3 – IT Change Requests REVISED

Information Systems

Project Change Request Form

Project/System Information

Date:	November 27, 2013

Subproject:	Engineering and Operations	Project/System Name:	SCADA - Gas
Client Name:		Date Prepared:	
Prepared By:	Scott Campbell	Delivering Organization:	
Project Manager:	Chris Harding	Date Delivered to Project Manager:	

Description of Requested Change and Business Justification:

The changes reflected in this change request are represented in the October 31st project plans submitted to the G3s as compared to the project plans submitted in the January 2013 filing. All SCADA schedules (Gas & Electric) were impacted by a requirements omission referenced in another change request prepared on November 11th, 2013.

Brief Description of QA Test Plan:

Summary of Changes:

- The go live date for SCADA Gas has changed from January 2014 to June 2014. The key tasks affected in the project plan are as follows;
- Testing Design end date changed from November 2013 to January 2014
- Testing changed from January 2014 to February 2014

Cause of Change Request

		Description/Comments:
☐	Regulatory Requirement	- All SCADA schedules (Gas & Electric) were impacted by a requirements omission referenced in another change request prepared on November 11th, 2013.
☐	Business Need	
☐	Requirements Omission	
☐	Programming Error/Omission	
☐	Design Error/Omission	
☒	Other	

Description of Recommendation

Proposed Next Steps:

5003 / 5004
Monthly Report of Transition Progress
Attachment B – IT Status Reports
(per Settlement V.C.1.b. (v))
For the Month of November 2013

Attachment B.3 – IT Change Requests REVISED

- The requirements omission has been corrected and we will continue to work towards the scheduled dates.

5003 / 5004
Monthly Report of Transition Progress
Attachment B – IT Status Reports
(per Settlement V.C.1.b. (v))
For the Month of November 2013

Attachment B.3 – IT Change Requests REVISED

Effort Required to Make Requested Change

Impact on:

☒ Time

☐ Resources

☐ Cost

Please provide supporting documents.

Additional x weeks duration added to project timeline.

Original project duration: 10 months

Original end date: January 2014

Proposed project duration: 15 months

Proposed end date: June 2014

Revised Estimates for Resource Effort (FTE) and Cost:

Role	June	July	April	May	Total Cost

Estimated Additional Cost: $

	Original	Proposed
Project Pre-work		
Phase 1		
Expenses		
Total Project Budget		

Request Disposition:

☐ Approved

☐ Rejected

Date of Disposition:

Authorizations

Title	Name	Date

5003 / 5004
Monthly Report of Transition Progress
Attachment B – IT Status Reports
(per Settlement V.C.1.b. (v))
For the Month of November 2013

Attachment B.3 – IT Change Requests REVISED

Information Systems

Project Change Request Form

Project/System Information

Date:	November 27, 2013

Subproject:	Meter to Cash	Project/System Name:	
Client Name:		Date Prepared:	November 27, 2013
Prepared By:	Scott Campbell	Delivering Organization:	
Project Manager:	Marcia Spence	Date Delivered to Project Manager:	

Description of Requested Change and Business Justification:

The changes reflected in this change request are represented in the October 31st project plans submitted to the G3s as compared to the project plans submitted in the January 2013 filing. Included with this change request are the Meter to Cash updated project plans completed on October 31, 2013.

Brief Description of QA Test Plan:

Summary of Changes:

- **Project Plans were reviewed and updated following the implementation of the Gas systems on Labor Day to incorporate 'Lessons Learned'. This change request incorporates and changes to the plans coming out of that review**
- The overall project timelines remain the same with a start date of September 2012 to a go live date of May 2014.
- The CIS End User Training end date has changed from April 2014 to May 2014 with the increase in time being attributed to the Deliver Training Material tasks.
- The CIS Cutover tasks' timelines have increased, with the end date changing from December 2013 to January 2014.
- The Cogsdale detailed walkthrough document task's end date, in the CIS Requirement section, has changed from November 2013 to January 2014.
- The sign off on Report Specifications, in the CIS Requirement section, has changed from an end date of April 2013 to January 2014.
- The interface requirements' end date, in the CIS Requirement section, has changed from October 2013 to November 2014.
- The Cogsdale Data Conversion Plan signoff has changed from an end date of May 2013 to May 2014
- The CIS Design and Configuration end dates have changed from November 2013 to February 2014.
- The IVR Design and Configuration end dates have changed from March 2014 to December 2013.
- The IVR Test Cycle 4 end date has changed from March 2014 to April 2014.
- The IVR UAT Test Cycle end date has changed from April 2014 to May 2014.
- Energy Efficiency's end date has changed from November 2013 to January 2014.
- Sales and Marketing's end date has changed from April 2013 to June 2014.
- For Quality Assurance, Test Cycle 1's end date has changed from October 2013 to December 2013.
- For Quality Assurance, Test Cycle 2's end date has changed from December 2013 to January 2014.
- For Quality Assurance, Test Cycle 3's end date has changed from February 2014 to March 2014.

5003 / 5004
Monthly Report of Transition Progress
Attachment B – IT Status Reports
(per Settlement V.C.1.b. (v))
For the Month of November 2013

Attachment B.3 – IT Change Requests REVISED

- For Quality Assurance, Test Cycle 4's end date has changed from April 2014 to May 2014.
- For Quality Assurance, User Acceptance Testing's start date has changed from March 2014 to April 2014.

Cause of Change Request

☐ Regulatory Requirement ☐ Business Need ☐ Requirements Omission ☐ Programming Error/Omission ☐ Design Error/Omission ☒ Other	**Description/Comments:** - The reason for the changes outlined in the change request document was due to the focus was on the Gas implementation. Test cycle 1 commence date was originally scheduled for Sept 9th, which was only 1 week after Gas go-live. The same resources supporting the cut-over were the same resources involved in the Electric conversion. Since cycle 1 was deferred one month, all other high-level milestones/deliverable were impacted resulting in a compressed timeline.

Description of Recommendation

Proposed Next Steps:

- To continue to work toward the proposed end date

5003 / 5004
Monthly Report of Transition Progress
Attachment B – IT Status Reports
(per Settlement V.C.1.b. (v))
For the Month of November 2013

Attachment B.3 – IT Change Requests REVISED

Effort Required to Make Requested Change

Impact on:

☒ Time
☐ Resources
☐ Cost

Please provide supporting documents.

Additional x weeks duration added to project timeline.

Original project duration: 21 months

Original end date: May 2014

Proposed project duration: 21 months

Proposed end date: May 2014

Revised Estimates for Resource Effort (FTE) and Cost:

Role	June	July	April	May	Total Cost

Estimated Additional Cost: $

	Original	Proposed
Project Pre-work		
Phase 1		
Expenses		
Total Project Budget		

Request Disposition:

☐ Approved
☐ Rejected

Date of Disposition:

Authorizations

Title	Name	Date