

External Design Advisory Group - Monthly Programme Report

Date report updated

07-Mar-16



Upcoming Key deliverables

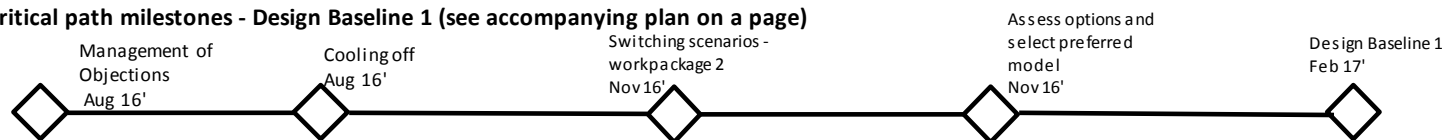
1. Scenario 1 L1-L3 Design Authority approval **Mar 16'**

2 Dual Fuel Policy Design Authority approval **Mar 16'**

3. Advance registration Design Authority approval **Apr 16'**

4. Lockout Design Authority approval **Jun 16'**

Critical path milestones - Design Baseline 1 (see accompanying plan on a page)



Programme Progress update

Overall

*External Programme assurance in place, good progress has been made with detailed planning to Design Baseline 1, Design baseline 1 dates agreed by Programme Board on 29/2.

*Ofgem submitted written evidence to the Energy and Climate Change Committee as part of pre-legislative scrutiny process. Ofgem will attend hearing at end March.

*New switching programme delivery group being convened for April.

Design Authority

*Second meeting held 11/2 where ToR were agreed. Discussion on switching scenarios, Dual Fuel switching and implementation options. Feedback given to the Programme team on presentation and content for policy papers.

Business process design workstream

*17 sessions have now been held with the Design Team. The Design Team meets twice weekly and is successfully using Huddle

*The second User Group meeting was held on 22/2. UG considered Switching scenarios 1 and 2 and the Cooling off issues paper. The third User Group meeting will be held on 21 March.

*Good progress in mapping levels 1-3 of consumer switching scenario 1. Having repackaged the deliverables DA will sign-off grouped switching scenarios going forward.

*Dual fuel policy issues paper will return to DA in April for sign-off

*Progressing through policy discussions on cooling off and lock out periods, including workshop at Independent Suppliers Forum on 2 Feb.

Regulatory Design

*5 Design Team meetings held to date.

*The next User Group meeting is scheduled for 4 April.

*Product 1, an analysis of existing regulatory requirements, is well underway and having been reviewed by the User Group will be signed off shortly ready for BPDT.

Delivery Strategy

*7 sessions have been held with the Design Team, and two with the User Group.

*The next User Group meeting is scheduled for 12 April.

*Work progressing across all products. Not envisaging at this point EDAG will review these products until October.

Commercial

*Statutory Consultation on DCC's role in developing centralised registration service is now closed. We are reviewing responses and engaging with DCC on price control and procurement products

*External procurement assurance and price control consultant in place and delivering outputs

*First User Group expected Mar/Apr

External Dependencies to programme

*Objections review - dependency being actively managed

*Priority Services Register Review - dependency being actively managed.

Top strategic risks and issues				
Risk/issue	Current RAG	Previous RAG	Mitigating actions	For information, action or advice sought from EDAG
I03. There is a concern that the programme does not have the required capabilities to successfully deliver. For example limited 'out of industry' expertise or challenge; limited experience in Ofgem of delivering large-scale IT-enabled change.			1) EUK to discuss with switching sub-group the possibility of providing 'out of industry' design assurance Update required from EUK 2) Ongoing discussions with the DCC and code administrators on expert resource provision Due April 2016	1) Update required from EUK
R01. Industry concern timing of RFI and information requests at end of year.			1) Detailed plan to set out when RFI will be issued - sign off expected March 2016 by Programme Board Action complete 2) Programme team to work with other stakeholders, where possible, to coordinate timing of RFIs - ongoing 3) RFI approach to be shared with recipients in advance to enable resource planning - Spring 2016	EDAG action - Information on expected RFIs in 2016 and 2017, including timing and originators
R02. Risk that products require multiple reviews/approval cycles which will impact on timely delivery			1) Stakeholder management through review cycles - Ongoing 2) Increased engagement from Design and Impact Assessment Team - Ongoing 3) 2 months contingency planned in programme plan for DB1	For information
R03. There is a risk that the external dependencies are delayed which could delay the ability of the Programme to define switching processes in Baseline 1. This would have an impact on timely delivery.			1) Engage with policy teams on Objections and PSR Ongoing 2) Undertake work based on policy assumption and accept risk of wasted work Ongoing	For information
Closed Issue I01. There is concern that the programme does not have the required capabilities and numbers for successful delivery.			1) Programme Director appointed, expected to start Apr 16 Action complete 2) Industry workgroups and EDAG formed with expertise from across industry - Action complete . 3) Consultancy on procurement, price controls and business case development in place - Action complete 4) Programme assurance reviewing capability and resources across programme - Action complete	n/a
Closed Issue I02. BPD team plan has not yet been developed in full. However it is likely that rate of progress is slower than required in plan. This is due to several reasons including a better appreciation of the volume of work to be completed and the decentralised team structure as well as capacity of resources available, although solution architect now available.			1) Programme Assurance reviewing resources - recommendations by March 2016 2) Workstream lead and team members considering more collaborative ways of working - Action complete 3) DCC to procure more specialised resources, once requirement is confirmed - from April 2016. 4) Detailed plan developed in full	n/a

IMPACT LEVEL	PROBABILITY				
	≤5%	>5%, ≤20%	>20%, ≤50%	>50%, ≤80%	>80%
	1 - Rare Highly improbable that it will occur during the lifetime of the project or activity	2 - Unlikely: Not probable that it will occur during lifetime of the project or activity	3 - Possible: As likely as unlikely that the event will occur	4 - Likely: Probable that it will occur during the lifetime of the project or activity	5 - Almost certain: High expectation that it will occur during the lifetime of the project or activity
5 - Significant	MEDIUM	HIGH	HIGH	VERY HIGH	VERY HIGH
4 - Major	MEDIUM	MEDIUM	HIGH	HIGH	VERY HIGH
3 - Moderate	LOW	LOW	MEDIUM	HIGH	HIGH
2 - Minor	VERY LOW	LOW	LOW	MEDIUM	MEDIUM
1 - Insignificant	VERY LOW	VERY LOW	LOW	LOW	LOW

EXPLANATION OF RISK RATING COLOURS (rhs OF MATRIX)

VL	Risk rating is very low with it being extremely unlikely that the risk will occur and minimal consequences for the Department if it should. Controls in place to mitigate the risk as low as is reasonably practical.
L	Risk rating is low . There is either a strong probability of the risk occurring with minimal consequences for the Department or a low probability of the risk occurring with significant consequences for the Department. Controls should be in place to mitigate the risk to this level but further action may be required should our tolerance for the risk be lower.
M	Risk rating is medium . There is either a very strong probability of the risk occurring with minimal consequences for the Department, a moderate probability of the risk occurring with significant consequences for the Department or a low probability of the risk occurring with fundamental consequences for the Department. Controls should be in place to mitigate the risk to this level but further action may be required should our tolerance for the risk be lower
H	Risk rating is high with either a very strong probability that the risk will occur with significant consequences for the Department or a low to moderate probability of the risk occurring with fundamental consequences for the Department. Controls should be in place but further action may be required, as a matter of urgency, to mitigate the risk to a more tolerable level. If the risk is outside our control then a contingency plan should be in place or developed in case the risk materialises.
VH	Risk rating is very high with a very strong probability that the risk will occur with fundamental consequences for the Department. There are strong concerns among management that they no longer have the capacity to manage the risk effectively and that is therefore very likely to materialise. The risk needs to be escalated to the next level as a matter of urgency to consider what further action should be taken.