

# Project Nexus Delivery Group Minutes

## 1.1. Purpose

The purpose of this document is to capture details of the PNDG meeting, so that it can be used for wider sharing and to confirm any follow up actions.

## 1.2. Meeting Details

<b>Meeting Name:</b>	<b>Project Nexus Delivery Group</b>
<b>Meeting Date:</b>	17/05/2016
<b>Meeting Time:</b>	10:00am - 12:00pm
<b>Meeting Format/Location:</b>	Xoserve, WebEx
<b>Chaired by:</b>	Jon Dixon (Ofgem) & Melisa Findlay (PwC)
<b>Minutes recorded by:</b>	PwC

## 1.3. Meeting Attendees

Company	Representatives	Company	Representatives
British Gas Trading Limited	Richard Jones	PwC	Andy Sinclair Dominic Putt Marian Isola Melisa Findlay Richard Shilton Steve Mullins
Co-Operative Energy Limited	Rosemary Springall		
Data Serve	Bobbie Gallacher	Scottish Power Energy Management Limited	Michael Houston
DONG Energy Sales (UK) Ltd	Biju Varkey	SGN	Sara Neal
EDF Energy	Abigail Nduv	Spark Gas Shipping Ltd	Endre Merai
E.ON Energy	Carl Knight	SSE	Mark Carlin
ENGIE	Hamid Aghassi	Total Gas & Power Ltd	Carol Moyses
ES Pipelines	Katy Binch	Utiligroup	Julie King
Extra Energy / Utility Professional Business Operations Limited	Alex Garcia	Utilita/ Winchester Gas Distribution Limited	Simon Bevis
First Utility Limited	Richard Haywood	Wales & West Utilities Ltd	Craig Armstrong Richard Pomroy
Gazprom Marketing & Trading Retail Limited	Alan Leitch	WINGAS UK Limited	James Kleiner-Mann
LoCO2 Energy Ltd	Jenny Barlow	Xoserve	Dave Payne Sandra Simpson Matt Adams (Baringa)
National Grid	Robin Howes	TBD	Alison Salisbury
Npower	Chris Harden	TBD	Joshua Phelps
Ofgem	Jon Dixon	TBD	Riyaj Maner
Opus Energy Limited	Chris Harris	TBD	Thomas Lineham
Plus Shipping Services Limited	Naomi Nathanael		

## 1.4. 1.4 Meeting Agenda

1. Broadcast of PNSG topics and minutes
2. Approval of PNDG minutes
3. Review of the Current PNDG Report
4. Hot Topic: Market Trials
5. Hot Topic: Defect Management Process
6. Response to PNDG Feedback

## 1.5. Meeting Minutes

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### Item1: Broadcast of PNSG topics and minutes

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#### Updates from PNSG

1. Jon Dixon (Ofgem) provided an update on key messages that came from the PNSG meeting. There were two topics discussed in addition to the abbreviated PNDG progress update. Specifically:
  - P1 data incident: The PNSG asked that everyone should recommence their test activities as normal. Xoserve circulated the RCA to their primary and secondary contacts, and has subsequently sent it to the PNSG invitees. Xoserve welcomed participants to contact them if they would like to discuss further.
  - Decision (D001) formally approved to move Market Trials Milestone MT1.2 Core L3/4 MT End milestone date from 30th June to 31st July for defect resolution and re-testing. Jon Dixon also noted that the decision was initially incorrectly approved as a decision at the previous PNDG, however this was rectified as being a PNDG recommendation and formally decided at the subsequent PNSG, in accordance with the terms of reference of each group.

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### Item2: Approval of PNDG minutes

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#### PNDG 5<sup>th</sup> May 2016

2. Meeting minutes for 5<sup>th</sup> May 2016 PNDG were approved with minor updates to names and attendee list. Approved minutes will be posted on the Ofgem website.

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### Item3: Review of the Current PNDG Report

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#### PNDG Report 29<sup>th</sup> April 2016 to 12<sup>th</sup> May 2016

3. Melisa Findlay (PwC) provided an overview of the dashboard slide (Slide 5). The following updates were noted:
  - Red and amber status include mitigation activities required by multiple individuals, not specifically related to the party rated.
  - Baringa is now providing an assessment of Xoserve's progress on the 5 pillars.
  - Participant and Programme status ratings have been included for the Transition pillar.
  - Defect panels reflect new figures for the last reporting cycle. This is a one-time correction to update a change in the reporting period.

Question from PNDG Attendee:	Response:
1. Why is data flagged as grey overall when Xoserve have flagged it as amber, Baringa have flagged it as red	Overall Programme reporting requires input from Xoserve, Baringa and Participants. Ratings for Participants will be available shortly and therefore

and there is a general consensus within the programme that there are major concerns within data?	an overall programme rating will be included in the next reporting pack. <b>(Action: A035)</b>
2. Are the 10 UAT defects that are listed as open as of the 9th of May all tied to invoicing, which is the only UAT progress pillar that remains open?	Yes and the latest stats from Xoserve indicate 9 of these have been resolved and the remaining one concerns class 3 reconciliations for invoicing. It is retesting 17/05/16 and is expected to be resolved.
3. Progress reporting on UAT and market trials execution exists for both Xoserve and industry participants. Is it possible to also show this information for market participants?	Yes, this information will be pulled from the portal submissions and included in future PNDG reporting.
4. Is Market Trial progress reporting tracking to end of June or end of July?	Throughout the report Market Trial progress is being measured against the end of June, leaving July for defect resolution and re-testing.  We anticipate that this will remain the case in future reporting packs as the decision (D001) to extend trials into July related to defect resolution and re-testing.
5. The PNDG report is tracking Market Trial progress to the end of June, but what does that mean if people are planning to test into July? Will there be a revisit of the GONG criteria?	See above. Participants should aim to complete market test plans by the end of June and allow July to remain for defect resolution and retesting.

4. Melisa Findlay talked through the commentary slide (Slide 6) with input from Richard Shilton (PwC), Matt Adams (Baringa), Sandra Simpson (Xoserve) and Dominic Putt (PwC).
- Reflecting on the red status assessment Baringa provided for Xoserve's progress on data, Matt Adams noted that although there have been some improvements to the data pillar and it looks like it could move off of the critical path; there are a number of defects that need to be resolved imminently in order for the bulk load to take place successfully and there is still a question regarding data quality. Plans are in place to do further validation and analysis.
  - Sandra Simpson responded that Bulk load is planned to start the 23rd May 2016.

Question from PNDG Attendee:	Response:
6. When will the PNDG be able to see the GONG criteria?	GONG criteria are under review and will be shared in a draft form at the next PNDG.
7. Should there be industry wide dress rehearsals?	Sandra Simpson noted that this is being looked at by Transition Planning group (TPG) and that there is an outstanding TPG action for participants to review and provide comments on the Xoserve published document outlining the plan. PwC will review the Transition planning document <b>(Action: A041)</b>

5. Melisa Findlay highlighted the Programme Plan (Slide 7) and noted two items have been raised for review at this PNDG. It was agreed an overall review of the plan was needed (**Action:** A037).
6. Andrew Sinclair (PwC) presented the Programme Risk and Issues (Slides 8 and 9) and outlined the process completed to develop the risk and issue log and noted:
  - The risks score and final wording were developed subsequent to the 10<sup>th</sup> May workshop and final review is required with workshop participants.
  - As a guiding principle the risks should be suitably high level for this meeting and should track to level 1 milestones.
  - Portal changes are underway and all participants will be provided access. Training will be provided on request (**Action:** A038).

Question from PNDG Attendee:	Response:
8. Will the risk log show a target risk score that we will hope to get to and by what date? Can we also see the probability and impact score?	Yes, it is currently on the risk and issue log. If it is useful to put in the report that is also possible. Full detail will be accessible on the Portal.

7. Melisa Findlay and Jon Dixon went through the Decisions slide (Slide 10). Decision D001 was approved at the PNSG on 9<sup>th</sup> May 2016. Two items were raised for consideration and recommendation by the PNDG.
  - D002 - Move milestone T1.1 Final Dress Rehearsal from 1st August to 16th September as this was mistakenly labelled as completion of the Final dress rehearsal but is actually the completion of the first.
  - D003 - Request for an additional milestone for delivery of remaining DMTC3 activity.
  - Both of these recommendations were agreed (see decision log section 1.6).
  - It was also agreed a further detailed review of the Programme Plan would be conducted with PwC and Xoserve to improve the completeness and accuracy of this visual.

Question from PNDG Attendee:	Response:
9. Are there any risks or issues related to moving these dates?	No because the later dates are in Xoserve's detailed plan and these changes are simply correcting a mistake in the rolled up Programme Plan.

8. Project Delivery Progress (Slides 11 and 12) was explained by Sandra Simpson and the following was noted:
  - The stats on the page have moved significantly since the last meeting and are improving.
  - They only have one P1 outstanding and this is in retest today (17<sup>th</sup> May).
  - Currently ahead of the current plan for unique sites UAT.
  - Performance testing has been moved to a separate environment as a mitigation step and therefore has removed it from Xoserve's critical path.
  - Close monitoring of US UAT progress is an ongoing action until UAT completes. Planned completion on 31<sup>st</sup> May 2016 comes with challenges as market trials start on 1<sup>st</sup> June 2016 (midweek) and the switch over cannot be completed in a single night. Xoserve will discuss options with parties offline as this needs to be completed ahead of the next PNDG (**Action:** A040).

Question from PNDG Attendee:	Response:
10. What is the chance that we will have to regression test what has been done already?	Xoserve advised they will know the answer to this at the conclusion of the current work.
11. How many P1 and P2 defects are outstanding for UAT?	Sandra Simpson advised as of 17 <sup>th</sup> May 2016 there are 1 P1 defect and 28 P2 defects outstanding.

9. Melisa Findlay provided an overview of the Project Delivery for Participants (Slide 13) and highlighted portal submissions now enable amber reporting. Note: This reporting reflects Participant Market Trials status rather than full programme plans.

Question from PNDG Attendee:	Response:
12. What are the GONG criteria for participants?	The GONG criteria are being refreshed and will include criteria for both participants and Xoserve. These will be will be shared in a draft form at the next PNDG.

10. Richard Shilton (PwC) spoke through the slides on Market Trials (Slides 14 and 15), thanking participants for their ongoing involvement and outlining:

- The report is based on the latest portal submission (9th May 2016).
- Portal submissions have now moved to a fortnightly cycle with alternating submissions including additional detail on progress against C1 and C2 scenarios.
- Market Trials progress is tracking behind based on a linear plan to 30th June 2016. In addition, participants are also tracking themselves behind their own plans but 21 said they could rectify within the market trial period.
- It was expected that after the RGMA delivery that testing would accelerate but this has not proved to be the case. Multiple contributing factors were discussed and participants were again requested to accelerate their testing as rates need to be four times more than the average current rate in order for completion by end of June.
- Sandra Simpson advised that 3 main functionalities remain outstanding. Pre-portfolio reports, DDV, SDM and LLR.

Question from PNDG Attendee:	Response:
13. Progress is being impacted by defects and Xoserve's response rate. How is Xoserve improving this?	Xoserve is working with PwC and Participants to improve this by addressing the multiple factors that can contribute to this ( <b>Action: A039</b> ).

11. Dominic Putt (PwC) provided an outline of the Defect Management pillar (Slide 16).

- The new prioritisation process began on 5th May 2016 with statistics pulled from 1<sup>st</sup> March 2016.
- The prioritised list of defects will not necessarily be resolved within the week but it is where Xoserve will focus their efforts.
- Last week 14 defects were identified that had been blocking progress - 2 of 14 defects had an impact on over 50% of their test cases.

Question from PNDG Attendee:	Response:
14. The Weekly Defect Log only shows Defects since 5 May. The MT Core started 1 Mar (and some activity from 1 Feb). Can we have all the Defects listed since the 1 Feb? This provides transparency, is key to 'test integrity' and the ability to call a scenario test complete.	The 5th May was identified as the cut off to focus resources on the current defects and tracking their resolution, rather than previously resolved defects. However, as the defect prioritisation process and reporting is a new process it is being reviewing and this suggested change will be considered.

12. Sandra Simpson provided an overview of the Data pillar (Slide 17).

Question from PNDG Attendee:	Response:
15. Key milestone for data is a key dependency for a number of dependencies going after that and it is only 6 days away, but is tracking as grey. Do we have enough info within the dashboard to give enough info on how we will meet this?	Yes, this milestone is on Xoserve's critical path. It is not an overall picture of data health but Xoserve are monitoring and advised there was good progress this week.  Participant and programme reporting will be included in the next report.

13. Andy Sinclair presented the Transition pillar (Slide 18).

- Sandra Simpson pointed out the cutover plan is due 24th June 2016 and Xoserve is developing a plan looking at what is due 10 before and 10 days after implementation.
- Sandra Simpson noted that TPG participants have been asked to provide feedback to Xoserve on dress rehearsal document. Action being tracked in the TPG.

Question from PNDG Attendee:	Response:
16. Why is Xoserve's rating of the Data pillar amber and Baringa is assessing Xoserve's progress as red?	Matt Adams advised this is mainly driven from upstream delivery risk, as well as wider programme resourcing concerns within the transition stream that have slowed things down, but these are making steady improvements.
17. How are we managing risks to the transition plan due to delays in performance testing, which is pushed back to end of July? Is that enough time to implement transition before Oct go live?	This will be picked up by the Transition Progress Group (TPG).

14. Melisa Findlay advised there have been no updates to the GONG pillar (Slide 19) since the last report.

15. Action Log updates are outlined in section 1.7 and 1.8.

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#### **Item4: Hot Topic: Market Trials (Slide 31)**

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16. Market Trials were discussed throughout the Progress Report section and therefore no further detail was provided here.

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## Item5 Hot Topic: Defect Management Process (Slides 33 and 34)

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17. Dominic Putt outlined the new process for defect management prioritisation.

- The new process is designed to increase transparency and help better understand the implications of the defects and the number of organisations impacted.

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## Item6 Response to PNDG Feedback (Slides 36)

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18. Melisa outlined the changes underway as a result of the feedback received from PNDG participants.

- Further feedback is welcome from participants and can be emailed to Jon Dixon ([jonathan.dixon@ofgem.gov.uk](mailto:jonathan.dixon@ofgem.gov.uk)) or Melisa Findlay ([melisa.findlay@uk.pwc.com](mailto:melisa.findlay@uk.pwc.com)).

### 1.6. Decision Log

Decision #	Pillar/ Milestone	Decision	Decision Owner	Status	Target Date
D002	Transition: T1.1 Final Dress Rehearsal	Move milestone T1.1 Final Dress Rehearsal from 1 <sup>st</sup> August to 16 <sup>th</sup> September as this was mistakenly labelled as completion of the Final dress rehearsal but is actually the completion of the first.	PNSG	<b>Open</b>	06/06/2016
Details:	<ul style="list-style-type: none"> <li>PNDG Recommendation: The PNDG on 17<sup>th</sup> May 2016 have recommended milestone T1.1 be moved from the 1<sup>st</sup> August to 16<sup>th</sup> September to correct the scheduling mistake.</li> </ul>				
Decision #	Pillar/ Milestone	Decision	Decision Owner	Status	Target Date
D003	Data: New milestone	Request for an additional milestone for delivery of remaining DMTC3 activity	PNSG	<b>Open</b>	06/06/2016
Details:	<ul style="list-style-type: none"> <li>PNDG Recommendation: The PNDG on 17<sup>th</sup> May 2016 have recommended the addition of a data milestone as the full DMTC3 cycle runs until June with the current milestone D1.1 tracking bulk DMTCs load, which is complete. Additional milestone is suggested to track delivery of remaining DMTCs in line with Xoserve plan.</li> </ul>				

### 1.7. Actions arising from 9<sup>th</sup> May 2016 meeting

Action #	Action	Action Owner	Status	Date Raised	Due Date
A035	Participant rating on data and overall programme rating on data to be included in next reporting pack	PwC	Open	17/05/2016	26/05/2016
A036	PwC and Xoserve to respond to/consider MTWG recommendation regarding regression testing	MTWG and Xoserve	New	17/05/2016	26/05/2016
A037	Programme plan update for completeness and accuracy	PMO and Xoserve	New	17/05/2016	26/05/2016

Action #	Action	Action Owner	Status	Date Raised	Due Date
A038	Portal made available to all PNDG members and training provided for reporting risks, issues and changes	RAID Lead	New	17/05/2016	31/05/2016
A039	Xoserve to follow up on reported RGMA defect and see whether on the priority list and/or where they are with a response	Xoserve	Open	17/05/2016	TBD
A040	Xoserve to confirm when US will be dropped into MT environment	Xoserve	New	17/05/2016	26/05/2016
A041	PwC to review transition planning to date and provide a view on whether it is sufficient	PwC	Open	17/05/2016	TBD

### 1.8. Actions arising from previous meetings

Action #	Pillar/ Milestone	Action	Action Owner	Status	Date Raised	Due Date
A001	Project Delivery	Project Delivery: Xoserve to continue delivery to current plan	Xoserve	Open	03/05/2016	31/05/2016
A002	Project Delivery	Project Delivery: Go Live planning and deep dive assessments required in parallel to ongoing delivery	PwC	Open	03/05/2016	02/06/2016
A003	Market Trials	Market Trials: Continue to liaise closely and monitor delivery of key scenarios across the industry.	PwC	Closed	03/05/2016	31/07/2016
A004	Market Trials	Market Trials: Finalise improved, defect prioritisation regime and increased visibility of blocking defects.	Market Trials Working Group	Open	03/05/2016	31/05/2016
A005	Market Trials	Market Trials: Finalise recommendations on regression testing. <b>***New action noted in A036</b>	Market Trials Working Group	Closed	03/05/2016	18/05/2016
A006	Data / Transition	Data/Transition: Increase involvement and support to data working group and transition planning group in order to drive activity.	PwC	Open	03/05/2016	06/06/2016
A007	Data	Data: Continued tracking of progress through daily meetings to support delivery of delta load.	Xoserve	Closed	03/05/2016	10/05/2016



Action #	Pillar/ Milestone	Action	Action Owner	Status	Date Raised	Due Date
A008	Transition	Transition: Transition planning to be undertaken as part of industry implementation planning activities.	PwC	Closed	03/05/2016	31/05/2016
A009	Transition	Transition: Prioritise development of key products to support IDR preparation.	Xoserve	Closed	03/05/2016	24/05/2016
A010	Transition	Transition: Prioritise production of key artefacts for external (TPG) requirements	Xoserve	Open	03/05/2016	17/05/2016
A011	GONG	GONG: Finalise GONG criteria to a suitable level of granularity to support the ongoing readiness testing across the industry.	PwC	Open	03/05/2016	02/06/2016
A012	Risks and Issues	Refresh current risk and issue log through cross-industry workshop.	PwC	Open	03/05/2016	17/05/2016
A013	PD1.1 Core UAT Fully Complete	Close out of remaining invoice steps in E2E UAT.	Xoserve Test Team	Closed	03/05/2016	31/05/2016
A014	PD3.1 US SIT (non inv.); PD3.2 US SIT (inv.) complete; PD4.1 US UAT (non inv.) complete	Co-location and additional resources assigned and will continue to support achieving 13th May completion	Xoserve Test Team	Open	03/05/2016	13/05/2016
A015	MT1.2 Core L3/4 MT end	Participants to actively test previously unavailable functionality	Participants (PwC to monitor)	Closed	03/05/2016	13/05/2016
A016	MT2.2 US MT End	Xoserve to provide update on US delivery progress.	Xoserve	Open	03/05/2016	17/05/2016
A017	D1.1 DMTC3 complete	Continue to proactively monitor plan for bulk load entry.	Xoserve	Closed	03/05/2016	-