



**Variations to the Process**

The decision on whether a Change Request (CR) will follow any of the below variations to this default process will be decided as part of the CR triage step and will be considered by the Programme PMO and Workstream Leads

**Urgent changes**

- If changes are urgent, e.g. have come out of the procurement process or significantly impact it, and a decision is needed faster than the default process would allow, then an prioritised process will be followed:
  - The Programme PMO will send out the CR to the Outlook CR distribution list for review.
  - The CR will be discussed at the next available Design Forum. If there is no Design Forum within one week of the CR being circulated to industry, then an extraordinary Design Forum will be scheduled to discuss the CR.
  - It is unlikely that a draft IA will be produced before discussion at the Design Forum; we would expect the Design Forum discussion to inform the detail that is included in the IA. Where possible a draft of the IA will be shared with the Design Forum in advance of the meeting,
  - Once the IA is complete, the full CR will be sent to the Design Authority for decision (this will also be sent to industry at this stage for information). If there is no Design Authority within one week of the papers being submitted, then an extraordinary Design Authority will be scheduled.

**Very minor changes**

- If changes are very minor, e.g. typographical or to correct an error in a diagram (as long as the correction to the diagram would bring it into line with the policy outlined in the rest of the document; if the change to the diagram would change the policy outlined in the rest of the document then the full default process would be followed) then a simplified process will be followed:
  - The Programme PMO will send out the CR to the Outlook distribution list for review and comment/challenge by exception. Industry will have five days following circulation of the CR to provide feedback or challenge to the Programme PMO.
  - After this deadline has passed, the full CR will be sent to the Design Authority for decision by exception; the assumption will be that the change will be approved unless a challenge is raised

**Security**

- Where there are changes to security products, the Security Working Group (SWG) will support and input to the drafting of the change IA. The submission and timings for the submission of these CRs to the Design Forum and Design Authority will follow those set out in the default process (or variations outlined above).

**Maintaining the baseline during procurement**

- During the procurement process, once CSS tender packs have been issued (expected mid-end August 2018) we will not publish any updated or re-baselined products until the best and final offer (BAFO) stage of the procurement is reached (expected end November 2018). This is to ensure that bid submissions and evaluation activities are carried out against a stable baseline. During this period we will still accept and consider CRs as per the default process (or variations outlined above), but no updated products will be published until the period ends. Note, for products that are to be updated as per an approved change request, but the product(s) can not be updated ahead of CSS tender packs being issued, the updated versions of these products will not be published until the BAFO stage is reached.