



COMPANY IN CONFIDENCE



HNG-X CHANGE PROPOSAL		CP NO: xxxx
CP TITLE: HNG-X CP0xxx - POL Request for Expert Analysis of Transaction Records for Oaktree Post Office		DATE RAISED: 2nd March 2012
REQUIRED IMPLEMENTATION / PURCHASE DATE: RELEASE INDEPENDENT (March 2012)		ORIGINATOR: Penny Thomas
ANTICIPATED CP CLOSURE / COMPLETION DATE: TBA		CHANGE OWNER: Donna Munro (RECEIVED)
DATE BY WHICH CP TO BE IMPACTED: N/A PRE-IMPACTED		TECHNICAL SPONSOR: Gareth Jenkins (RECEIVED)
CP CLASSIFICATION: FAST TRACK/URGENT/ROUTINE/FOR INFORMATION* (*strikethrough as applicable)		Budget Holder Approval for Impacting: (Email or Hard Copy Signature)
DAB Required: Yes/No (<i>Strikethrough as applicable</i>)	Date DAB Authorised: N/A	
LIFECYCLE STAGE: Stage 1 : Strategic Approval Stage 2 : Start Up & Feasibility Stage 3 : Requirements Analysis (*strikethrough as applicable)	Stage 4 : Solution Specification Stage 5 : Solution Build & Test Stage 6 : Implementation Not Applicable	
RELATED Change Request/Request for Work Package: Informal Request/CT TBA		
RELATED PEAKs: N/A		
RELATED HORIZON CPs: N/A		
RELATED HNG-X CPs: N/A		
Impact statements must consider all transitional states between Horizon and HNG-X, as well as the final HNG-X solution.		
Description of Change Proposed: A request for transaction records has been progressed under the ARQ Service, in this instance the records were retrieved under ARQS 429-430/1112. Subsequently there was an informal request from POL for expert analysis. This analysis will be undertaken from records held on the audit servers. It is specific to the Branch and the timeframe requested. Estimated effort for expert analysis is 2 - 2.5 days effort over an elapsed period of 2 weeks. Actual delivery time may exceed estimate and actual costs will be charged at time and materials contractually agreed rates.		
Acceptance Criteria and Methods (<i>Functional and Non Functional</i>): Not applicable as only supplying analysis support.		
Reason for Change and Justification for Required Date (<i>above</i>): POL has requested in their email of 8 February 2012 analysis of transaction records for the		



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Oaktree Post Office - FAD 122946 for the trading period 07/07/2010-11/08/2010.

They have noticed a discrepancy between cash and stock holdings between Horizon and POLSAP. Their request is that we:-

1. Explain why the discrepancy occurred
2. Identify any transactions/asset holdings that need correcting
3. Possibly explain why P&BA were not aware of the cause and remedial action needed.

CP/CT requested as soon as possible.

Consequences if Not Approved:

POL will not be able to commission required analysis.

Platforms (Physical) Affected: *(insert identity and details of all platforms requiring software update by this CP - where known)*

None

Business Applications Affected: *(insert identity and details of all Applications requiring update by this CP - where known)*

None

External Impact Assessment Distribution: *(insert contact details and additional rows as required)*

Name:	Organisation:	Contact No:
None		

Impact on Royal Mail Group Account: *(insert additional rows as required)*

Resource Grade	Man-days	Non Labour Cost (£)
Solution Design (SCM Grade)	2.5 days	
TOTAL	2.5	None

Documents Affected: *(insert additional rows as required)*

Document Reference	Title	Current Version
None		