



RMGA Document Reviewers/Approvers Role Matrix

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Document Title: RMGA Document Reviewers/Approvers Role Matrix

Release: N/A

Abstract: This is a guide to who should author, review and approve RMGA Programme lifecycle documents. Primarily those of HNG-X.

Document Status: APPROVED

Author & Dept: Matthew Lenton, RMGA Document Management

External Distribution: None

Security Assessment Confirmed **Risk** Yes – No Risk

Approval Authorities:

Name	Role	Approval Method	Date
Matthew Lenton	RMGA Document Management	See Dimensions for record of Approval	



0 Document Control

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0.2 Document History

Version No.	Date	Summary of Changes and Reason for Issue	Associated Change - CP/PEAK/PPRR Reference
		For history details prior to 2008 please refer to version prior to v31.2	Not applicable to this document.
22.0	04-Jan-08	Issued for approval and immediate programme publication and use.	
22.1	11-Jan-08	Revised following changes to organisation. Geoff Slocombe to represent Infrastructure Design, added Jason Clark and Dave Chapman as formal reviewers. Revised Estate Management role description. Added TSD as new lifecycle document, reviewers to be defined. Added Michael Welsh as an optional reviewer.	
23.0	11-Jan-08	Issued for approval and immediate programme publication and use.	
23.1	18-Jan-08	Removal of Security Architect as optional review of LLD. Revised representative for CTO.	
24.0	18-Jan-08	Issued for approval and immediate programme publication and use.	
24.1	31-Jan-08	Revisions as a result of changes in programme staff. Replaced Matt Abdy with David Johns. Replaced Jeremy Worrell with Brian Ridley. Replaced Martin Brett with Caroline Montgomery and added Jim Sweeting as approval authority for Security HLD and Topic Architectures.	
25.0	31-Jan-08	Issued for approval and immediate programme publication and use.	
25.1	06-Feb-08	Removed David Hinde as optional reviewer on design documents. Added David Cooke for Acceptance role.	
26.0	06-Feb-08	Issued for approval and immediate programme publication and use.	
26.1	02-Apr-08	Removed Harjinder Hothi as Mandatory Reviewer for System test and replaced with John Rogers and applied further programme staff changes as a result of feedback and announcements.	
27.0	03-Apr-08	Issued for approval and immediate programme publication and use.	
27.1	03-Jun-08	Replace Janet Mason with Caroline Montgomery. Remove Steve Godson and add Graham Welsh as a temporary replacement. Add Chris Credland as an Optional Reviewer of all TIS documents. Remove David Johns as a Mandatory Reviewer of PPD. Add Lee Walton as an Optional Reviewer for ARC documents. Add TSD Approvers and Reviewers.	
28.0	03-Jul-08	Issued for approval and immediate programme publication and use.	
28.1	15-Sep-2008	Replace Peter Rickson with Mark Ascott. Stopped cells from breaking across pages to improve printing.	
29.0	15-Sep-2008	Issued for use.	
29.1	09-Oct-2008	Addition of CSPOA mailbox as optional reviewers on ACS, AIS, ARC, BRD, DPR, FSR, HLD, IFS, PPD, RTM, SRS, STG, TIS, TSD. Amanda Ballard replaced by Jim Scott for TSD. Peter Okely added with identical roles to Caroline Montgomery.	



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		Configuration Management changed from M to O for PSD.	
30.0	13-Oct-2008	Issued for use.	
30.1	14-Oct-2008	Mark Walsh removed from ARC, HLD, HTP, IFS and replaced by Ed Ashford on IDD, PSD, STG, TSD.	
31.0	14-Oct-2008	Issued for use.	
31.2	23-Oct-2008	Addition of Steven Philip as optional reviewer for ARC. Mike Efstathiou replaces Robert Baulk on OLA, SD, SIP, STG.	
32.0	23-Oct-2008	Removed need for Jan Holmes and David Cooper to Approve each version. This and subsequent versions Approved via author's publication on Dimensions.	
32.1	24-Oct-2008	Temporary arrangement to prevent sending of attachments to Peter Thompson between 07-Nov-2008 to 09-Dec-2008.	
33.0	24-Oct-2008	Issued for use.	
34.0	31-Oct-2008	Reminder to remove Pat Lywood from optionals HLD, HTP and IFS.	
35.0	03-Nov-2008	Moved Brian Ridley from mandatory to optional reviewer for HLDs, re: his email of 30-Oct-2008.	
35.1	06-Nov-2008	Removed David Hinde as an approver for PPDs re. his email of 03-Nov-2008. Removed Adrian West as reviewer/approver for all documents re. his email of 05-Nov-2008 – temporarily replaced by Graham Allen. Added approvers as optional reviewers for all documents. Replaced 'Dave Johns' with 'David Johns'	
35.2	13-Nov-2008	Added Steven Philip as optional reviewer for all documents that David Johns sees in any capacity: AIS, ARC, BATR, BRD, DPR, FSR, HLD, IDD, IFS, OLA, PPD, PSD, STG, TIS, TSD.	
36.0	17-Nov-2008	Issued for use.	
37.0	20-Nov-2008	Adrian West replaced by pick list for types: ACS, AIS, ARC, BATR, BRD, DPR, FSR, HLD, HLTP, IDD, IFS, OATR, PPD, PSD, RTM, REN, SRS, STG, STR, TIS.	
38.0	24-Nov-2008	Mark Ascott temporarily substituted by Michael Welch until 08-Dec-2008. Addition of Poupak Coleman and Karen Morley to pick lists for Solution Design and Development roles.	
39.0	26-Nov-2008	Correction: removal of optional duplication of mandatory picklist for Design/Development. Tuan Ngo removed from TSD Gautam Das removed from HLD and IFS.	
40.0	09-Dec-2008	Added new type SPG, R+As as per Mik Peach emails. Added David Cooper as mandatory to ACS, BATR, HTP, STG. Bradley Kean replaced by picklist for SSD. Brian Ridley replaced by Peter Okely on TSD and removed from HLD. Graham Jennings added as mandatory for Migration HLDs only. Mark Ascott reinstated.	
41.0	10-Dec-2008	Addition of details for Network LLDs, approver Terry Jack, per Martin Thorpe email of 20-JUL-2008.	
42.0	24-Dec-2008	Removal of Steven Philip.	
43.0	19-Jan-2009	Replacement of Phil Day by Graham Murray.	
44.0	12-Feb-2009	Replacement of Alex Kemp by Ian Mills; replacement of Peter Thompson by Kirsty Gallacher; replacement of Poupak Coleman by Gavin Scruby	
45.0 Matthew Lenton	13-Feb-2009	Replaced Mike Efstathiou with Jim Sweeting. Replaced Peter Dreweatt with Richard Wombwell	
45.1 first by Nigel Hatcher	26-Mar-2009	Terry Jack replaced by Mark Jarosz, Peter Ambrose replaced by David Harrison and Lee Walton replaced by Andrew Thomas for BAL and Ben Holland for Counter	N/A
45.2 Nigel Hatcher	08-May-2009	Annex A. removed. CTO entries changed from David Johns to John Wright.:	N/A



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	FOR REVIEW	Replace Richard Wombwell by Stephen Gilbert: Remove Peter Robinson: Replace Caroline Montgomery by Geoff Butts: Replace David Hinde by Peter Okely to manage Integration; Geof Slocombe by TBC(1) for Infrastructure.	
45.3 Nigel Hatcher	11-May-2009 For Review	TBC(1) replaced by Pat Lywood; Correction of John Wright to Roger Wright as HNG-X CTO.	N/A
45.4/5 Matthew Lenton	27 May 2009	Tony Wicks replaced by Adam Parker. David Cooper replaced by Debbie Richardson. Graham Murray replaced by Alan D'Alvarez.	N/A
45.6	15-Jun-2009	Andrew W Thompson (POL) replaced by Lee Farman (POL)	N/A
46.0	15-Jun-2009	Approved version.	N/A
46.1	14-Aug-2009	Addition of CSPOA.security GRO as optional reviewer for LLDs.	N/A
47.0	14-Aug-2009	Approved version.	N/A
48.0	17-Aug-2009	Removed Wayne Roberts (POL) from ACS, BATR, HLD, HLTP, LTP, RTM, STG, STR. Addition of Phil Norton (POL) as optional reviewer to ACS and BATR. Addition of Ian Trundell as optional reviewer to HLD. Lee Farman changed to mandatory and James Brett to optional for STG. Added notes to show which POL staff are in JTT, and which must be issued to via Document Control.	N/A
49.0	20-Aug-2009	Addition of Gaetan van Achte alongside all Steve Denham roles for handover period.	N/A
50.0	22-Sep-2009	Steve Denham replaced by Gaetan van Achte. Added Ian Bowen as an optional for ARC. Added Ian Trundell (POL) as optional for ARC.	N/A
51.0	22-Oct-2009	Wendy Warham replaced by David Keeling. Replaced Ian Cooley with Karen Harrod, John Bradley & Wayne Bragg. Added Sarah Selwyn / Stuart Honey as Optionals for HLDs Added Claire Drake as Optional Reviewer for HLD/SPG Mukesh Mehta replaced Gavin Scruby (Estate Management) Jerry Acton replaced Gavin Scruby (Systems Management) Debbie Richardson replaced Stephen Gilbert Added Reviewer / Approver Emails addresses Replaced System Test unit with SV&I Amended Peter Okely's title to Integration Team Manager	N/A
52.0	27-Oct-2009	Added Howard Pritchard as a mandatory reviewer for HLDs / LLDs	
53.0	02-Dec-2009	Adam Cousins roles replaced by Steve Evans. Alan D'Alvarez roles replaced by Geoff Butts. AIS and TIS annotated to show that POL approve first baseline version, subsequent versions to be approved by all parties. Tom Lillywhite added as optional reviewer to HLD and LLD. Howard Pritchard's description changed to Principal Security Consultant, moved from mandatory to optional for HLD LLD. Data Centre Migration role Vince Cochrane replaces Geoff Butts. Removal of Alan Child from all types, no replacement. David Harrison's reviewer roles split into choice of reviewers from Host Development team:	
54.0	10-Dec-2009	Mik Peach replaced by Tony Little for all roles: AIS, ARC, CTP, DPR, HLD, IFS, LLD, OLA, PPD, REN, SIP, SPG, SRS, SSD, TIS, TSD.	
55.0	23-Dec-2009	Howard Pritchard replaced for all roles by Tom Lillywhite. Roger Wright replaced for all roles by Graham Allen	
56.0	19-Jan-2010	Sheila Bamber's title changed to LST Manager; John Rogers' title changed to LST. Chris Maving added as SV&I Manager to roles matching those of Sheila Bamber and or John Rogers.	

0.3 Review Details

Review Comments by : N/A



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Review Comments to :	Report any amendments to RMGA Document Management
Mandatory Review	
Role	Name
None	None
Optional Review	
Role	Name
None	None
Issued for Information – Please restrict this distribution list to a minimum	
Position/Role	Name

0.4 Associated Documents (Internal & External)

Reference	Version	Date	Title	Source
PGM/DCM/TEM/0001 (DO NOT REMOVE)	4.0	21-NOV-2008	Fujitsu Services RMGA HNG-X Document Template (Portrait)	Dimensions
PGM/DCM/TEM/0002 (DO NOT REMOVE)	4.0	25-NOV-2008	Fujitsu Services RMGA HNG-X Document Template (Landscape)	Dimensions
PGM/DCM/STD/0001			Fujitsu Services RMGA HNG-X Document Standard	Dimensions
CM/ION/078			Horizon Reviewer & Approver role matrix	PVCS

Unless a specific version is referred to above, reference should be made to the current approved versions of the documents.

0.5 Abbreviations

Abbreviation	Definition
ACS	Acceptance Specification
ADBIM	Application Design & Build Methodology
AIS	Application Interface Specification
ARC	Architecture
BATR	Business Acceptance Test Report
BRS	Business Requirements Specification
CITP	Component Integration Test Plan
CITR	Component Integration Test Report
CTP	Component Test Plan
CTR	Component Test Report
DPR	Design Proposal
FSR	Feasibility Study Report



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HLD	High Level Design
HNG-X	Horizon Next Generation
HNGxDBM	Horizon Next Generation Design & Build Methodology
HTP	High Level Test Plan
IDBM	Infrastructure Design & Build Methodology
IDD	Increment Definition Document
IFS	Interface Specification
ION	Information Notice
LLD	Low Level Design
LTP	Low Level Test Plan
OATR	Operational Test Report
OLA	Operational Level Agreement
PPD	Platform Design
PSD	Platform Set Definition
REN	Release Note
RMGA	Royal Mail Group Account
RTM	Requirements Traceability Matrix
RV	Release and Validation
SA	Solution Architecture (previously ARC)
SD	Service Definition / Description
SDBM	Service Design & Build Methodology
SIP	Service Introduction Plan
SRS	System Requirements Specification
SSD	System Support Document
STG	Strategy
STR	System Test Report
S&VI	Solution Validation and Integration
TA	Topic Architecture (previously ARC)
TBD	To be defined.
TE	Test Environment
TIS	Technical Interface Specification
TSD	Transition State Design
UATR	User Acceptance Test Report
UIS	User Interface Specification
VI	Volume & Integrity

0.6 Glossary



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Term	Definition
'AP' Approver	Those individuals nominated to authorise/approve documents and who are considered to be a stakeholder or responsible for the content.
Lifecycle	The stages of a programme.
'M' Mandatory Reviewer	Individual/team who is obliged to respond to document review. Compulsory response to be provided.
'O' Optional Reviewer	Individual/team who is not obliged to respond to document reviews but is given the opportunity to volunteer comments.

0.7 Changes Expected

Changes
Other ongoing changes expected with organisation changes within HNG-X programme. Await Corporate direction on changing the Copyright statement from Fujitsu Services to Fujitsu (UK & Ireland).

0.8 Accuracy

This is not a Contract Controlled Document (CCD).

Fujitsu (UK & Ireland) endeavours to ensure that the information contained in this document is correct but, whilst every effort is made to ensure the accuracy of such information, it accepts no liability for any loss (however caused) sustained as a result of any error or omission in the same.

0.9 Security Risk Assessment

Security risks have been assessed and it is considered that there are no security risks relating specifically to this document.



1 Introduction

This Reviewer and Approver Role Matrix has been produced in agreement with Programme Directors and Senior Managers. Its purpose is to provide document reviewers and document control staff with a referral matrix (based on document type) on which documents need to be reviewed and approved by key individuals/roles primarily within the HNG-X programme.

This matrix applies primarily to HNG-X documents. There is a separate reviewer and approver role matrix for Horizon (ref. CM/ION/078).

The matrix is restricted to a subset of the document types that are defined in the HNG-X Document Standard. These key document types reflect outputs from the HNG-X programme lifecycle stages and are therefore categorized as Lifecycle Documents.

2 Scope

This matrix is applicable to all HNG-X lifecycle documents regardless of their origin, i.e. internally produced by Fujitsu RMGA HNG-X Programme or those documents being submitted by the customer or suppliers.

The document types have been derived as the Programme Lifecycle documents which will eventually map onto the HNGxDBM, which in turn is derived from ADBM and IDBM. Where Service Management (RMGA Customer Service) is using SDBM then the appropriate artefacts will be explicitly described here. There are also some document types which have been commonly used in Horizon and will be adopted in HNG-X.

Not all document types used by the HNG-X Programme are specified here, only those considered lifecycle documents. It remains the responsibility of the author of all other types of documents to determine the reviewers and approvers for their document.

3 Use of the Matrix

Authors should refer to the matrix to ascertain which roles and individuals should review and approve their documents.

The reviewers and approvers shown are a *mandatory minimum* requirement, but it may be appropriate or necessary to include additional reviewers and approvers.

If you are in any doubt, refer to the owner and / or approver of the document you are authoring.

If you feel there are inaccuracies or know of changes that should be made please contact RMGA Document Management.



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4 HNG-X Reviewer & Approver Role Matrix

Lifecycle Reference	Description	Owning Unit	Mandatory Optional Approver	Role	Assigned/Representative	Email
ACS	Acceptance Specification (EXTERNAL)	Post Office Ltd	M	Post Office Ltd Security Manager	Sue Lowther (POL, via Doc Control)	RMGA Document Management
			M	Acceptance Manager	David Cooke	Cooke David
			M	Post Office UI Assurance Manager	Phil Norton (POL, via Doc Control)	RMGA Document Management
			M	Applications Engineering Manager	Graham Allen	Allen Graham (BRA01)
			M	Solution Design / Development	Pick appropriate reviewer from: 1. Steve Evans Counter, BAL/OSR, Audit 2. Mukesh Mehta Estate Management, Audit 3. Jerry Acton Systems Management 4. Karen Morley Counter Infr. and Packaging 5. For Host Development , from: David Harrison Host Dev Management Andy Beardmore Host Online Systems Roger Barnes Host Batch Systems Duncan MacDonald Host Reference Data Andy Williams Agent and Web Services Sarah Selwyn Cryptography Mark Wright Scheduling Gary Maxwell File transfer Mike Croshaw Time Sync For Audit , see 1 & 2 above.	Pick from: Evans Steve (BRA01) Mehta Mukesh Jerry Acton Morley Karen V Harrison David P Beardmore Andy Barnes Roger Macdonald Duncan Williams Andy Selwyn Sarah Wright Mark Maxwell Gary Croshaw Mike
			M	Testing Manager	Debbie Richardson	Richardson Debbie DB
			M	Security Architect	Jim Sweeting	Sweeting Jim
			M	Head of Service Change & Transition	Graham Welsh	Welsh Graham
			O	Security & Risk Team	GRO	CSPOA Security
			O	Infrastructure Design	Pat Lywood	Lywood Pat
O	Integration Team Manager	Peter Okely	Okely Peter			



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				O	LST	John Rogers	Rogers John
				O	SV&I Manager	Chris Maving	Maving Chris
				O	Service Network	Ian Mills	Mills Ian
				O	Service Support	Kirsty Gallacher	Gallacher Kirsty
				O	Service Director	David Keeling	Keeling David
				O	Business Continuity	Adam Parker	Parker Adam
				AP	Post Office Limited	Mark Burley (POL, via Document Control)	RMGA Document Management
				AP	Acceptance Manager	David Cooke	Cooke David
AIS	Application Specification (EXTERNAL)	Interface	Post Office Ltd	M	Post Office Security Manager	Sue Lowther	RMGA Document Management
				M	Security Architect	Jim Sweeting	Sweeting Jim
				M	Solution Design / Development	Pick appropriate reviewer from: 1. Steve Evans Counter, BAL/OSR, Audit 2. Mukesh Mehta Estate Management, Audit 3. Jerry Acton Systems Management 4. Karen Morley Counter Infr. and Packaging 5. For Host Development, from: David Harrison Host Dev Management Andy Beardmore Host Online Systems Roger Barnes Host Batch Systems Duncan MacDonald Host Reference Data Andy Williams Agent and Web Services Sarah Selwyn Cryptography Mark Wright Scheduling Gary Maxwell File transfer Mike Croshaw Time Sync For Audit , see 1 & 2 above.	Pick from: Evans Steve (BRA01) Mehta Mukesh Jerry Acton Morley Karen V Harrison David P Beardmore Andy Barnes Roger Macdonald Duncan Williams Andy Selwyn Sarah Wright Mark Maxwell Gary Croshaw Mike
				M	SSC	Tony Little	Little Tony
				O	Security & Risk Team	€ GRO	CSPOA Security
				O	Security Architect	Jim Sweeting	Sweeting Jim
				O	Infrastructure Design	Pat Lywood (or nominees)	Lywood Pat



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			O	Applications Architecture	David Johns	Johns David DL
			O	Testing Manager	Debbie Richardson	Richardson Debbie DB
			O	LST	John Rogers	Rogers John
			O	SV&I Manager	Chris Maving	Maving Chris
			O	Test Design	George Zolkiewka	Zolkiewka George GJ
			O	Programme Manager	Geoff Butts	Butts Geoff
			O	LST Manager	Sheila Bamber	Bamber Sheila
			O	Tester	Hamish Munro	Munro Hamish
			O	RV Manager	James Brett (POL, JTT)	GRO RMGA Document Management
			O	VI Manager	Mark Ascott	Ascott Mark MA
			AP	First baseline version only : Post Office Limited ONLY .	Post Office Limited (via Document Control)	RMGA Document Management
			AP	Subsequent revisions must be approved by all parties prior to introduction into live service.	Lead Architect or Programme Manager or equivalent. For Fujitsu: Jim Sweeting	



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ARC	Solution / Architecture	Topic	Architecture			Pick appropriate reviewer from:	Pick from:
				M	Solution Design / Development	1. Steve Evans Counter, BAL/OSR, Audit 2. Mukesh Mehta Estate Management, Audit 3. Jerry Acton Systems Management 4. Karen Morley Counter Infr. and Packaging 5. For Host Development, from: David Harrison Host Dev Management Andy Beardmore Host Online Systems Roger Barnes Host Batch Systems Duncan MacDonald Host Reference Data Andy Williams Agent and Web Services Sarah Selwyn Cryptography Mark Wright Scheduling Gary Maxwell File transfer Mike Croshaw Time Sync For Audit , see 1 & 2 above.	Evans Steve (BRA01) Mehta Mukesh Jerry Acton Morley Karen V Harrison David P Beardmore Andy Barnes Roger Macdonald Duncan Williams Andy Selwyn Sarah Wright Mark Maxwell Gary Croshaw Mike
				M	Infrastructure Design	Pat Lywood (or nominees)	Lywood Pat
				M	HNG-X Service Transition	Graham Welsh	Welsh Graham
				M	Security Architect	Jim Sweeting	Sweeting Jim
				M	Information Governance	Brian Pinder	Pinder Brian
				M	System Qualities Architecture	Dave Chapman	Chapman David (BRA01)
				O	Security & Risk Team	GRO	CSPOA Security
				O	Architect	Jason Clark	Clark Jason
				O	Architect - Counter	Ben Holland	Holland Ben
				O	Architect - BAL	Andy Thomas	Thomas Andrew
				O	Test Design	George Zolkiewka	Zolkiewka George GJ
				O	Service Network	Ian Mills	Mills Ian
				O	Service Support	Kirsty Gallacher	Gallacher Kirsty
				O	LST	John Rogers	Rogers John
				O	LST Manager	Sheila Bamber	Bamber Sheila
				O	SV&I Manager	Chris Maving	Maving Chris



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			O	Tester	Hamish Munro	Munro Hamish
			O	RV Manager	James Brett (POL, JTT)	GRO RMGA Document Management
			O	VI & TE Manager	Mark Ascott	Ascott Mark MA
			O	Testing Manager	Debbie Richardson	Richardson Debbie DB
			O	Head of Service Management	Gaetan van Achte	Van Achte Gaetan
			O	SSC	Tony Little	Little Tony
			O	Business Continuity	Adam Parker	Parker Adam
			O	Head of Service Change & Transition	Graham Welsh	Welsh Graham
			O	Data Centre Migration	Vince Cochrane	Cochrane Vince
			O	Integration Team Manager	Peter Okely	Okely Peter
			O	Programme Manager	Geoff Butts	Butts Geoff
			O	Integrity Testing	Michael Welch	Welch Michael J
			O	Security	Peter Sewell	Sewell Peter (FEL01)
			O	Core Services	Ed Ashford	Ashford Edward
			O	Core Services	Andrew Gibson	Gibson Andrew
			O	Applications Engineering Manager	Graham Allen	Allen Graham (BRA01)
			O	Lead Architect Systems / Estate Management	Ian Bowen	Bowen Ian
			O	POL Design Authority	Ian Trundell (POL, via Document Control)	RMGA Document Management
			AP	Security Architect	Jim Sweeting (approval authority for Security topic architectures only)	Sweeting Jim
			AP	Applications Engineering Manager	Graham Allen	Allen Graham (BRA01)
			AP	Programme Manager	Geoff Butts	Butts Geoff
BATR	Business Acceptance Test Report	Testing	M	Testing Manager	Debbie Richardson	Richardson Debbie DB
			M	Programme Manager	Geoff Butts	Butts Geoff



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			M	Applications Engineering Manager	Graham Allen	Allen Graham (BRA01)
			M	Post Office UI Assurance Manager	Phil Norton (POL, via Doc Control)	RMGADocumentManagement GRO
			O	Solution Design / Development	Pick appropriate reviewer from: 1. Pat Lywood Infrastructure Design 2. Steve Evans Counter, BAL/OSR, Audit 3. Mukesh Mehta Estate Management, Audit 4. Jerry Acton Systems Management 5. Karen Morley Counter Infr. and Packaging 6. For Host Development, from: David Harrison Host Dev Management Andy Beardmore Host Online Systems Roger Barnes Host Batch Systems Duncan MacDonald Host Reference Data Andy Williams Agent and Web Services Sarah Selwyn Cryptography Mark Wright Scheduling Gary Maxwell File transfer Mike Croshaw Time Sync For Audit , see 1 & 2 above.	Pick from: Lywood Pat Evans Steve (BRA01) Mehta Mukesh Jerry Acton Morley Karen V Harrison David P Beardmore Andy Barnes Roger Macdonald Duncan Williams Andy Selwyn Sarah Wright Mark Maxwell Gary Croshaw Mike
			O	HNG-X Service Transition	Graham Welsh	Welsh Graham
			O	Acceptance Manager	David Cooke	Cooke David
			AP	Acceptance Manager	David Cooke	Cooke David
BRD	Business Requirements Definition	Requirements	M	Requirements	David Cooke	Cooke David
			M	Applications Architecture	David Johns	Johns David DL



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			<p>Pick appropriate reviewer from:</p> <ol style="list-style-type: none"> 1. Steve Evans Counter, BAL/OSR, Audit 2. Mukesh Mehta Estate Management, Audit 3. Jerry Acton Systems Management 4. Karen Morley Counter Infr. and Packaging 5. For Host Development, from: David Harrison Host Dev Management Andy Beardmore Host Online Systems Roger Barnes Host Batch Systems Duncan MacDonald Host Reference Data Andy Williams Agent and Web Services Sarah Selwyn Cryptography Mark Wright Scheduling Gary Maxwell File transfer Mike Croshaw Time Sync For Audit, see 1 & 2 above. 	<p>Pick from:</p> <p>Evans Steve (BRA01) Mehta Mukesh Jerry Acton Morley Karen V</p> <p>Harrison David P Beardmore Andy Barnes Roger Macdonald Duncan Williams Andy Selwyn Sarah Wright Mark Maxwell Gary Croshaw Mike</p>
M	Solution Design / Development			
M	Security Architect	Jim Sweeting	Sweeting Jim	
O	Security & Risk Team	GRO	CSPOA Security	
O	Test Design	George Zolkiewka	Zolkiewka George GJ	
O	Infrastructure Design	Pat Lywood (or nominees)	Lywood Pat	
O	Testing Manager	Debbie Richardson	Richardson Debbie DB	
O	LST Manager	Sheila Bamber	Bamber Sheila	
O	SV&I Manager	Chris Maving	Maving Chris	
O	Tester	Hamish Munro	Munro Hamish	
O	RV Manager	James Brett (POL.JTT)	GRO RMGA Document Management	
O	VI & TE Manager	Mark Ascott	Ascott Mark MA	
O	Information Governance	Brian Pinder	Pinder Brian	
O	Head of Service Change & Transition	Graham Welsh	Welsh Graham	
O	Applications Engineering Manager	Graham Allen	Allen Graham (BRA01)	
AP	Post Office Ltd (Design Authority)	David Gray (POL, via Document Control)	RMGA Document Management	



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			AP	Applications Engineering Manager	Graham Allen	Allen Graham (BRA01)	
CITP	Component Test Plan	Integration	Development	M	To be advised by Author	To be advised by Author	
				M	LST	John Rogers	Rogers John
				M	SV&I Manager	Chris Maving	Maving Chris
				O	Solution Design / Development	Pick appropriate reviewer from: 1. Steve Evans Counter, BAL/OSR, Audit 2. Mukesh Mehta Estate Management, Audit 3. Jerry Acton Systems Management 4. Karen Morley Counter Infr. and Packaging 5. For Host Development , from: David Harrison Host Dev Management Andy Beardmore Host Online Systems Roger Barnes Host Batch Systems Duncan MacDonald Host Reference Data Andy Williams Agent and Web Services Sarah Selwyn Cryptography Mark Wright Scheduling Gary Maxwell File transfer Mike Croshaw Time Sync For Audit , see 1 & 2 above.	Pick from: Evans Steve (BRA01) Mehta Mukesh Jerry Acton Morley Karen V Harrison David P Beardmore Andy Barnes Roger Macdonald Duncan Williams Andy Selwyn Sarah Wright Mark Maxwell Gary Croshaw Mike
				O	LST	John Rogers	Rogers John
				O	Testing Manager	Debbie Richardson	Richardson Debbie DB
				O	Test Design	George Zolkiewka	Zolkiewka George GJ
				O	Testing	Lee Farman (POL, JTT)	<div style="border: 1px dashed black; padding: 2px; display: inline-block;"> GRO </div> RMGA Document Management
				O	Security	Peter Sewell	Sewell Peter (FEL01)
				AP	To be advised by Author	To be advised by Author; and included as reviewer.	
CTP	Component Test Plan	Development	M	Solution/Infrastructure Design	Author(s) of HLD(s)		
			M	Development	Peer Developer		



RMGA Document Reviewers/Approvers Role Matrix

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	M	LST	John Rogers	Rogers John
	M	SV&I Manager	Chris Maving	Maving Chris
	M	SSC	Tony Little	Little Tony
	O	Security	Peter Sewell	Sewell Peter (FEL01)
	O	Business Continuity	Adam Parker	Parker Adam
	O	Service Support	Kirsty Gallacher	Gallacher Kirsty
	O	HNG-X Service Transition	Graham Welsh	Welsh Graham
	O	LST Manager	Sheila Bamber	Bamber Sheila
	O	Tester	Hamish Munro	Munro Hamish
	O	RV Manager	James Brett (POL, JTT)	GRO RMGA Document Management
	O	VI & TE Manager	Mark Ascott	Ascott Mark MA
	O	Programme Manager	Geoff Butts	Butts Geoff
	O	Testing Manager	Debbie Richardson	Richardson Debbie DB
	O	Test Design	George Zolkiewka	Zolkiewka George GJ
	O	Testing	Lee Farman (POL, JTT)	GRO RMGA Document Management



RMGA Document Reviewers/Approvers Role Matrix

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				O	Solution Design / Development	Pick appropriate reviewer from: 1. Steve Evans Counter, BAL/OSR, Audit 2. Mukesh Mehta Estate Management, Audit 3. Jerry Acton Systems Management 4. Karen Morley Counter Infr. and Packaging 5. For Host Development, from: David Harrison Host Dev Management Andy Beardmore Host Online Systems Roger Barnes Host Batch Systems Duncan MacDonald Host Reference Data Andy Williams Agent and Web Services Sarah Selwyn Cryptography Mark Wright Scheduling Gary Maxwell File transfer Mike Croshaw Time Sync For Audit , see 1 & 2 above.	Pick from: Evans Steve (BRA01) Mehta Mukesh Jerry Acton Morley Karen V Harrison David P Beardmore Andy Barnes Roger Macdonald Duncan Williams Andy Selwyn Sarah Wright Mark Maxwell Gary Croshaw Mike
				O	HNG-X Development	Graham Allen	Allen Graham (BRA01)
				AP	HNG-X Development	Graham Allen	Allen Graham (BRA01)
CITR	Component Test Report	Integration	Development	M	Development	Team Leader	
				M	Development	LLD Author	
				O	Programme Manager	Geoff Butts	Butts Geoff



RMGA Document Reviewers/Approvers Role Matrix

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					<p>Pick appropriate reviewer from:</p> <ol style="list-style-type: none"> 1. Steve Evans Counter, BAL/OSR, Audit 2. Mukesh Mehta Estate Management, Audit 3. Jerry Acton Systems Management 4. Karen Morley Counter Infr. and Packaging 5. For Host Development, from: David Harrison Host Dev Management Andy Beardmore Host Online Systems Roger Barnes Host Batch Systems Duncan MacDonald Host Reference Data Andy Williams Agent and Web Services Sarah Selwyn Cryptography Mark Wright Scheduling Gary Maxwell File transfer Mike Croshaw Time Sync For Audit, see 1 & 2 above. 	<p>Pick from:</p> <p>Evans Steve (BRA01) Mehta Mukesh Jerry Acton Morley Karen V</p> <p>Harrison David P Beardmore Andy Barnes Roger Macdonald Duncan Williams Andy Selwyn Sarah Wright Mark Maxwell Gary Croshaw Mike</p>
			O	Solution Design / Development		
			O	LST	John Rogers	Rogers John
			O	LST Manager	Sheila Bamber	Bamber Sheila
			O	SV&I Manager	Chris Maving	Maving Chris
			O	Tester	Hamish Munro	Munro Hamish
			O	Testing Manager	Debbie Richardson	Richardson Debbie DB
			O	RV Manager	James Brett (POL, JTT)	<p style="text-align: center;">GRO</p> RMGA Document Management
			O	VI & TE Manager	Mark Ascott	Ascott Mark MA
			O	Test Design	George Zolkiewka	Zolkiewka George GJ
			O	Testing	Lee Farman (POL, JTT)	<p style="text-align: center;">GRO</p> RMGA Document Management
			O	Security	Peter Sewell	Sewell Peter (FEL01)
			AP	Development	Team Leader; also to be included as a reviewer.	
CTR	Component Test Report	Development	M	Development	Team Leader	



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		M	Development	LLD Author	
		O	Programme Manager	Geoff Butts	Butts Geoff
		O	Solution Design / Development	Pick appropriate reviewer from: 1. Steve Evans Counter, BAL/OSR, Audit 2. Mukesh Mehta Estate Management, Audit 3. Jerry Acton Systems Management 4. Karen Morley Counter Infr. and Packaging 5. For Host Development, from: David Harrison Host Dev Management Andy Beardmore Host Online Systems Roger Barnes Host Batch Systems Duncan MacDonald Host Reference Data Andy Williams Agent and Web Services Sarah Selwyn Cryptography Mark Wright Scheduling Gary Maxwell File transfer Mike Croshaw Time Sync For Audit , see 1 & 2 above.	Pick from: Evans Steve (BRA01) Mehta Mukesh Jerry Acton Morley Karen V Harrison David P Beardmore Andy Barnes Roger Macdonald Duncan Williams Andy Selwyn Sarah Wright Mark Maxwell Gary Croshaw Mike
		O	LST	John Rogers	Rogers John
		O	LST Manager	Sheila Bamber	Bamber Sheila
		O	SV&I Manager	Chris Maving	Maving Chris
		O	Tester	Hamish Munro	Munro Hamish
		O	Testing Manager	Debbie Richardson	Richardson Debbie DB
		O	RV Manager	James Brett (POL, JTT)	GRO RMGA Document Management
		O	VI & TE Manager	Mark Ascott	Ascott Mark MA
		O	Test Design	George Zolkiewka	Zolkiewka George GJ
		O	Testing	Lee Farman (POL, JTT)	GRO RMGA Document Management
		O	Security	Peter Sewell	Sewell Peter (FEL01)
		AP	Development	Team Leader	



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DPR	Design Proposal	Architecture				
			M	Solution Design / Development	Pick appropriate reviewer from: 1. Steve Evans Counter, BAL/OSR, Audit 2. Mukesh Mehta Estate Management, Audit 3. Jerry Acton Systems Management 4. Karen Morley Counter Infr. and Packaging 5. For Host Development, from: David Harrison Host Dev Management Andy Beardmore Host Online Systems Roger Barnes Host Batch Systems Duncan MacDonald Host Reference Data Andy Williams Agent and Web Services Sarah Selwyn Cryptography Mark Wright Scheduling Gary Maxwell File transfer Mike Croshaw Time Sync For Audit , see 1 & 2 above.	Pick from: Evans Steve (BRA01) Mehta Mukesh Jerry Acton Morley Karen V Harrison David P Beardmore Andy Barnes Roger Macdonald Duncan Williams Andy Selwyn Sarah Wright Mark Maxwell Gary Croshaw Mike
			M	Infrastructure Design	Pat Lywood (or nominees)	Lywood Pat
			M	LST	John Rogers	Rogers John
			M	SV&I Manager	Chris Maving	Maving Chris
			M	HNG-X Service Transition	Graham Welsh	Welsh Graham
			M	Security Architect	Jim Sweeting	Sweeting Jim
			O	Security & Risk Team	GRO	CSPOA Security
			O	Data Centre Migration	Vince Cochrane	Cochrane Vince
			O	Integration Team Manager	Peter Okely	Okely Peter
			O	Test Design	George Zolkiewka	Zolkiewka George GJ
			O	Programme Manager	Geoff Butts	Butts Geoff
			O	Applications Engineering Manager	Graham Allen	Allen Graham (BRA01)
			O	Head of Service Change & Transition	Graham Welsh	Welsh Graham
			O	Testing Manager	Debbie Richardson	Richardson Debbie DB
			O	LST Manager	Sheila Bamber	Bamber Sheila



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			O	Tester	Hamish Munro	Munro Hamish
			O	RV Manager	James Brett (POL, JTT)	GRO RMGA Document Management
			O	VI Manager	Mark Ascott	Ascott Mark MA
			O	Business Continuity	Adam Parker	Parker Adam
			O	Service Director	David Keeling	Keeling David
			O	Head of Service Management	Gaetan van Achte	Van Achte Gaetan
			O	SSC	Tony Little	Little Tony
			O	Service Support	Kirsty Gallacher	Gallacher Kirsty
			O	Service Network	Ian Mills	Mills Ian
			AP	Applications Engineering Manager	Graham Allen	Allen Graham (BRA01)
			AP	Programme Manager	Geoff Butts	Butts Geoff
FSR	Feasibility Study Report	Business Development	M	Programme Manager	Geoff Butts	Butts Geoff
			M	Applications Engineering Manager	Graham Allen	Allen Graham (BRA01)
			M	Solution Design / Development	Pick appropriate reviewer from: 1. Steve Evans Counter, BAL/OSR, Audit 2. Mukesh Mehta Estate Management, Audit 3. Jerry Acton Systems Management 4. Karen Morley Counter Infr. and Packaging 5. For Host Development , from: David Harrison Host Dev Management Andy Beardmore Host Online Systems Roger Barnes Host Batch Systems Duncan MacDonald Host Reference Data Andy Williams Agent and Web Services Sarah Selwyn Cryptography Mark Wright Scheduling Gary Maxwell File transfer Mike Croshaw Time Sync For Audit , see 1 & 2 above.	Pick from: Evans Steve (BRA01) Mehta Mukesh Jerry Acton Morley Karen V Harrison David P Beardmore Andy Barnes Roger Macdonald Duncan Williams Andy Selwyn Sarah Wright Mark Maxwell Gary Croshaw Mike



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			M	Service Director	David Keeling	Keeling David
			M	Infrastructure Design	Pat Lywood (or nominees)	Lywood Pat
			M	Information Governance	Brian Pinder	Pinder Brian
			O	Security & Risk Team	GRO	CSPOA Security
			O	Service Network	Ian Mills	Mills Ian
			O	Business Development Director	Mike Nardin	Nardin Mike
			AP	Programme Manager	Geoff Butts	Butts Geoff
			AP	Business Development Director	Mike Nardin	Nardin Mike
HLD	High Level Design	Solution Design / Infrastructure Design	M	Solution Design / Infrastructure Design	Peer Reviewer	
			M	Development	Author(s) of Child LLDs	
			M	Architecture	Author(s) of Parent Architecture	
		M	Infrastructure Design / Solution Design / Development	Pick appropriate reviewer from: 1. Pat Lywood Infrastructure 2. Steve Evans Counter, BAL/OSR, Audit 3. Mukesh Mehta Estate Management, Audit 4. Jerry Acton Systems Management 5. Karen Morley Counter Infr. and Packaging 6. For Host Development , from: David Harrison Host Dev Management Andy Beardmore Host Online Systems Roger Barnes Host Batch Systems Duncan MacDonald Host Reference Data Andy Williams Agent and Web Services Sarah Selwyn Cryptography Mark Wright Scheduling Gary Maxwell File transfer Mike Croshaw Time Sync For Audit , see 1 & 2 above.	Pick from: Lywood Pat Evans Steve (BRA01) Mehta Mukesh Jerry Acton Morley Karen V Harrison David P Beardmore Andy Barnes Roger Macdonald Duncan Williams Andy Selwyn Sarah Wright Mark Maxwell Gary Croshaw Mike	
		M	SSC	Tony Little	Little Tony	
M	Business Continuity	Adam Parker	Parker Adam			



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	M	LST	John Rogers	Rogers John
	M	SV&I Manager	Chris Maving	Maving Chris
	M	RV Mig Test Manager	Graham Jennings (for Migration HLDs only)	Jennings Graham
	O	Chief Information Security Officer	Tom Lillywhite	Lillywhite Tom
	O	Security & Risk Team	GRO	CSPOA Security
	O	Programme Manager	Geoff Butts	Butts Geoff
	O	Applications Architecture	David Johns	Johns David DL
	O	System Qualities Architecture	Dave Chapman	Chapman David (BRA01)
	O	Architect	Jason Clark	Clark Jason
	O	Security Architect	Jim Sweeting	Sweeting Jim
	O	Test Design	George Zolkiewka	Zolkiewka George GJ
	O	Head of Service Management	Gaetan van Achte	Van Achte Gaetan
	O	Head of Service Change & Transition	Graham Welsh	Welsh Graham
	O	Service Support	Kirsty Gallacher	Gallacher Kirsty
	O	Service Network	Ian Mills	Mills Ian
	O	Data Centre Migration	Vince Cochrane	Cochrane Vince
	O	Integration Team Manager	Peter Okely	Okely Peter
	O	Testing Manager	Debbie Richardson	Richardson Debbie DB
	O	LST Manager	Sheila Bamber	Bamber Sheila
	O	Tester	Hamish Munro	Munro Hamish
	O	RV Manager	James Brett (POL, JTT)	GRO
	O	POL Design Authority	Ian Trundell (POL, via Document Control)	RMGA Document Management
	O	VI & TE Manager	Mark Ascott	Ascott Mark MA
	O	Integrity Testing	Michael Welch	Welch Michael J
	O	Core Services	Ed Ashford	Ashford Edward
	O	Core Services	Andrew Gibson	Gibson Andrew



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			O	Business Architect	Gareth Jenkins	Jenkins Gareth GI
			O	Development	Graham Allen	Allen Graham (BRA01)
			O	Solution Design Architect	Sarah Selwyn	Selwyn Sarah
			O	Software & Solution Design Developer	Stuart Honey	Honey Stuart
			O	Service Manager - Retail and RMGA	Claire Drake	Drake Claire
			AP	Security Architect	Jim Sweeting (for Security HLDs only)	Sweeting Jim
			AP	Infrastructure Design / Solution Design	Pick appropriate approver from: 1. Pat Lywood Infrastructure 2. Steve Evans Counter, BAL/OSR, Audit 3. Mukesh Mehta Estate Management, Audit 4. Jerry Acton Systems Management 5. Karen Morley Counter Infr. and Packaging 6. David Harrison Host Dev Management	Pick from: Lywood Pat Evans Steve (BRA01) Mehta Mukesh Jerry Acton Morley Karen V Harrison David P
			AP	Development	Graham Allen	Allen Graham (BRA01)
			AP	Architecture	Author(s) of Parent Architecture(s)	
HTP	High Level Test Plan	Testing	M	Infrastructure Design / Solution Design / Development	Pick appropriate reviewer from: 1. Pat Lywood Infrastructure 2. Steve Evans Counter, BAL/OSR, Audit 3. Mukesh Mehta Estate Management, Audit 4. Jerry Acton Systems Management 5. Karen Morley Counter Infr. and Packaging 6. For Host Development, from: David Harrison Host Dev Management Andy Beardmore Host Online Systems Roger Barnes Host Batch Systems Duncan MacDonald Host Reference Data Andy Williams Agent and Web Services Sarah Selwyn Cryptography Mark Wright Scheduling Gary Maxwell File transfer Mike Croshaw Time Sync For Audit , see 1 & 2 above.	Pick from: Lywood Pat Evans Steve (BRA01) Mehta Mukesh Jerry Acton Morley Karen V Harrison David P Beardmore Andy Barnes Roger Macdonald Duncan Williams Andy Selwyn Sarah Wright Mark Maxwell Gary Croshaw Mike



RMGA Document Reviewers/Approvers Role Matrix
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				M	Testing Manager	Debbie Richardson	Richardson Debbie DB
				O	Test Design	George Zolkiewka	Zolkiewka George GJ
				O	LST	John Rogers	Rogers John
				O	SV&I Manager	Chris Maving	Maving Chris
				O	RV Manager	James Brett (POL, JTT)	GRO RMGA Document Management
				O	VI & TE Manager	Mark Ascott	Ascott Mark MA
				O	LST Manager	Sheila Bamber	Bamber Sheila
				O	Tester	Hamish Munro	Munro Hamish
				O	Programme Manager	Geoff Butts	Butts Geoff
				O	Test Manager	Lee Farman (POL, JTT)	GRO RMGA Document Management
				O	Test Manager	Chris Young (POL, JTT)	GRO
				O	HNG-X Service Transition	Graham Welsh	Welsh Graham
				O	Security Architect	Jim Sweeting	Sweeting Jim
				O	Core Services	Ed Ashford	Ashford Edward
				O	Core Services	Andrew Gibson	Gibson Andrew
				AP	Testing Manager	Debbie Richardson	Richardson Debbie DB
				AP	Test Manager	Lee Farman (POL, JTT)	GRO RMGA Document Management
IDD	Increment Document	Definition	Integration	M	Applications Engineering Manager	Graham Allen	Allen Graham (BRA01)



RMGA Document Reviewers/Approvers Role Matrix

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				Pick appropriate reviewer from: 1. Steve Evans Counter, BAL/OSR, Audit 2. Mukesh Mehta Estate Management, Audit 3. Jerry Acton Systems Management 4. Karen Morley Counter Infr. and Packaging 5. For Host Development, from: David Harrison Host Dev Management Andy Beardmore Host Online Systems Roger Barnes Host Batch Systems Duncan MacDonald Host Reference Data Andy Williams Agent and Web Services Sarah Selwyn Cryptography Mark Wright Scheduling Gary Maxwell File transfer Mike Croshaw Time Sync For Audit , see 1 & 2 above.	Pick from: Evans Steve (BRA01) Mehta Mukesh Jerry Acton Morley Karen V Harrison David P Beardmore Andy Barnes Roger Macdonald Duncan Williams Andy Selwyn Sarah Wright Mark Maxwell Gary Croshaw Mike
		M	Solution Design / Development		
		M	Infrastructure Design	Pat Lywood (or nominees)	Lywood Pat
		M	Test Design	George Zolkiewka	Zolkiewka George GJ
		O	Programme Manager	Geoff Butts	Butts Geoff
		O	Configuration Management	Tariq Arain / Dave Pooler	Arain Tariq / Pooler Dave
		O	Core Services	Ed Ashford	Ashford Edward
		AP	Integration Team Manager	Peter Okely	Okely Peter



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IFS	Interface (Internal)	Specification	Solution Design / Infrastructure Design	M	Infrastructure Design / Solution Design / Development	Pick appropriate reviewer from: 1. Pat Lywood Infrastructure 2. Steve Evans Counter, BAL/OSR, Audit 3. Mukesh Mehta Estate Management, Audit 4. Jerry Acton Systems Management 5. Karen Morley Counter Infr. and Packaging 6. For Host Development, from: David Harrison Host Dev Management Andy Beardmore Host Online Systems Roger Barnes Host Batch Systems Duncan MacDonald Host Reference Data Andy Williams Agent and Web Services Sarah Selwyn Cryptography Mark Wright Scheduling Gary Maxwell File transfer Mike Croshaw Time Sync For Audit , see 1 & 2 above.	Pick from: Lywood Pat Evans Steve (BRA01) Mehta Mukesh Jerry Acton Morley Karen V Harrison David P Beardmore Andy Barnes Roger Macdonald Duncan Williams Andy Selwyn Sarah Wright Mark Maxwell Gary Croshaw Mike
				M	SSC	Tony Little	Little Tony
				M	Security Architect	Jim Sweeting	Sweeting Jim
				M	LST	John Rogers	Rogers John
				M	SV&I Manager	Chris Maving	Maving Chris
				O	Security & Risk Team	GRO	CSPOA Security
				O	Applications Architecture	David Johns	Johns David DL
				O	Head of Service Management	Gaetan van Achte	Van Achte Gaetan
				O	Service Support	Kirsty Gallacher	Gallacher Kirsty
				O	Service Network	Ian Mills	Mills Ian
				O	Business Continuity	Adam Parker	Parker Adam
				O	CS Reference Data Introduction	Kevin McKeown	McKeown Kevin
				O	LST Manager	Sheila Bamber	Bamber Sheila
				O	Tester	Hamish Munro	Munro Hamish



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			O	RV Manager	James Brett (POL, JTT)	GRO RMGA Document Management
			O	VI Manager	Mark Ascott	Ascott Mark MA
			O	Core Services	Ed Ashford	Ashford Edward
			O	Core Services	Andrew Gibson	Gibson Andrew
			O	Development	Graham Allen	Allen Graham (BRA01)
			AP	Development	Graham Allen	Allen Graham (BRA01)
LLD	Low Level Design	Development	M	Solution Design / Infrastructure Design	Author(s) of parent HLD(s)	
			M	LST	John Rogers	Rogers John
			M	SV&I Manager	Chris Maving	Maving Chris
			M	SSC	Tony Little	Little Tony
			O	Chief Information Security Officer	Tom Lillywhite	Lillywhite Tom
			O	Security and Risk Team	GRO	CSPOA Security
			O	System Qualities Architecture	Dave Chapman	Chapman David (BRA01)
			O	Architect	Jason Clark	Clark Jason
			O	Business Continuity	Adam Parker	Parker Adam
			O	Service Support	Kirsty Gallacher	Gallacher Kirsty
			O	HNG-X Service Transition	Graham Welsh	Welsh Graham
			O	Service Network	Ian Mills	Mills Ian
			O	Data Centre Migration	Vince Cochrane	Cochrane Vince
			O	Integration Team Manager	Peter Okely	Okely Peter
			O	LST Manager	Sheila Bamber	Bamber Sheila
O	Tester	Hamish Munro	Munro Hamish			
			O	RV Manager	James Brett (POL, JTT)	GRO RMGA Document Management



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			O	VI & TE Manager	Mark Ascott	Ascott Mark MA
			O	Integrity Testing	Michael Welch	Welch Michael J
			O	Development	Graham Allen	Allen Graham (BRA01)
			O	Networks Architect (Data Centre)	Mark Jarosz	Jarosz Mark
			AP	Solution Design / Infrastructure Design	Authors of parent HLD(s); and include as reviewer	
LTP	Low Level Test Plan	Testing	M	Individual Test Team Managers	To be advised by Author	
			O	Programme Manager	Geoff Butts	Butts Geoff
			O	Infrastructure Design / Solution Design / Developmen	<p>Pick appropriate reviewer from:</p> <ol style="list-style-type: none"> 1. Pat Lywood Infrastructure 2. Steve Evans Counter, BAL/OSR, Audit 3. Mukesh Mehta Estate Management, Audit 4. Jerry Acton Systems Management 5. Karen Morley Counter Infr. and Packaging 6. For Host Development, from: <ul style="list-style-type: none"> David Harrison Host Dev Management Andy Beardmore Host Online Systems Roger Barnes Host Batch Systems Duncan MacDonald Host Reference Data Andy Williams Agent and Web Services Sarah Selwyn Cryptography Mark Wright Scheduling Gary Maxwell File transfer Mike Croshaw Time Sync <p>For Audit, see 1 & 2 above.</p>	<p>Pick from:</p> <p>Lywood Pat Evans Steve (BRA01) Mehta Mukesh Jerry Acton Morley Karen V</p> <p>Harrison David P Beardmore Andy Barnes Roger Macdonald Duncan Williams Andy Selwyn Sarah Wright Mark Maxwell Gary Croshaw Mike</p>
			O	Security	Peter Sewell	Sewell Peter (FEL01)
			O	Testing Manager	Debbie Richardson	Richardson Debbie DB
			AP	Testing Manager	Debbie Richardson	Richardson Debbie DB
			AP	Test Manager	Lee Farman(POL, JTT)	<p style="text-align: center;">GRO</p> <p>RMGA Document Management</p>



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OATR	Operational Test Report	Testing	O	Programme Manager	Geoff Butts	Butts Geoff
			O	Infrastructure Design	Pat Lywood	Lywood Pat
			O	Solution Design/Development	Pick appropriate reviewer from: 1. Steve Evans Counter, BAL/OSR, Audit 2. Mukesh Mehta Estate Management, Audit 3. Jerry Acton Systems Management 4. Karen Morley Counter Infr. and Packaging 5. For Host Development, from: David Harrison Host Dev Management Andy Beardmore Host Online Systems Roger Barnes Host Batch Systems Duncan MacDonald Host Reference Data Andy Williams Agent and Web Services Sarah Selwyn Cryptography Mark Wright Scheduling Gary Maxwell File transfer Mike Croshaw Time Sync For Audit , see 1 & 2 above.	Pick from: Evans Steve (BRA01) Mehta Mukesh Jerry Acton Morley Karen V Harrison David P Beardmore Andy Barnes Roger Macdonald Duncan Williams Andy Selwyn Sarah Wright Mark Maxwell Gary Croshaw Mike
			O	Security	Peter Sewell	Sewell Peter (FEL01)
			AP	Programme Manager	Geoff Butts	Butts Geoff



RMGA Document Reviewers/Approvers Role Matrix

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OLA	Operational Agreement	Level	Service Management			Pick appropriate reviewer from:	Pick from:
				M	Solution Design/Development	1. Steve Evans Counter, BAL/OSR, Audit 2. Mukesh Mehta Estate Management, Audit 3. Jerry Acton Systems Management 4. Karen Morley Counter Infr. and Packaging 5. For Host Development, from: David Harrison Host Dev Management Andy Beardmore Host Online Systems Roger Barnes Host Batch Systems Duncan MacDonald Host Reference Data Andy Williams Agent and Web Services Sarah Selwyn Cryptography Mark Wright Scheduling Gary Maxwell File transfer Mike Croshaw Time Sync For Audit , see 1 & 2 above.	Evans Steve (BRA01) Mehta Mukesh Jerry Acton Morley Karen V Harrison David P Beardmore Andy Barnes Roger Macdonald Duncan Williams Andy Selwyn Sarah Wright Mark Maxwell Gary Croshaw Mike
				M	Service Support	Kirsty Gallacher	Gallacher Kirsty
				M	Head of Service Management	Gaetan van Achte	Van Achte Gaetan
				M	SSC	Tony Little	Little Tony
				M	Head of Service Change & Transition	Graham Welsh	Welsh Graham
				O	Infrastructure Design	Pat Lywood (or nominees)	Lywood Pat
				O	Testing Manger	Debbie Richardson	Richardson Debbie DB
				O	Programme Manager	Geoff Butts	Butts Geoff
				O	Service Architect	Jim Sweeting	Sweeting Jim
				O	Service Network	Ian Mills	Mills Ian
				O	Business Continuity	Adam Parker	Parker Adam
				O	Information Governance	Brian Pinder	Pinder Brian
				O	Security	Peter Sewell	Sewell Peter (FEL01)
				O	Applications Engineering Manager	Graham Allen	Allen Graham (BRA01)
				O	Service Director	David Keeling	Keeling David
				AP	Applications Engineering Manager	Graham Allen	Allen Graham (BRA01)



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			AP	Service Director	David Keeling	Keeling David
			AP	Head of Service Management	Gaetan van Achte	Van Achte Gaetan
PPD	Physical Platform Design	Infrastructure Architecture/Design	M	Integration	Vijesh Pandya (Windows NT) Akeel Bhandari (Unix)	Pandya Vijesh Bhandari Akeel (BRA01)
			M	Integration Architect	Alan Holmes	Holmes Alan
			M	Solution Design / Development	Pick appropriate reviewer from: 1. Steve Evans Counter, BAL/OSR, Audit 2. Mukesh Mehta Estate Management, Audit 3. Jerry Acton Systems Management 4. Karen Morley Counter Infr. and Packaging 5. For Host Development, from: David Harrison Host Dev Management Andy Beardmore Host Online Systems Roger Barnes Host Batch Systems Duncan MacDonald Host Reference Data Andy Williams Agent and Web Services Sarah Selwyn Cryptography Mark Wright Scheduling Gary Maxwell File transfer Mike Croshaw Time Sync For Audit , see 1 & 2 above.	Pick from: Evans Steve (BRA01) Mehta Mukesh Jerry Acton Morley Karen V Harrison David P Beardmore Andy Barnes Roger Macdonald Duncan Williams Andy Selwyn Sarah Wright Mark Maxwell Gary Croshaw Mike
			M	Security Architect	Jim Sweeting	Sweeting Jim
			M	SSC	Tony Little	Little Tony
			O	Security & Risk Team	GRO	CSPOA Security
			O	Data Centre Migration	Vince Cochrane	Cochrane Vince
			O	Integration Team Manager	Peter Okely	Okely Peter
			O	Test Design	George Zolkiewka	Zolkiewka George GJ
			O	LST	John Rogers	Rogers John
			O	SV&I Manager	Chris Maving	Maving Chris
			O	Integration Architects	David Johns	Johns David DL



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			O	LST Manager	Sheila Bamber	Bamber Sheila
			O	Software CM	Tariq Arain / Dave Pooler	Arain Tariq / Pooler Dave
			O	Tester	Hamish Munro	Munro Hamish
			O	RV Manager	James Brett (POL, JTT)	GRO RMGA Document Management
			O	VI & TE Manager	Mark Ascott	Ascott Mark MA
			O	Testing Manager	Debbie Richardson	Richardson Debbie DB
			O	Integrity Testing	Michael Welch	Welch Michael J
			O	Core Services	Andrew Gibson	Gibson Andrew
			O	Infrastructure Design	Pat Lywood (or nominees)	Lywood Pat
			AP	Infrastructure Design	Pat Lywood (or nominees)	Lywood Pat
PSD	Platform Set Definition	Testing	M	Applications Engineering Manager	Graham Allen	Allen Graham (BRA01)
			M	Infrastructure Design / Solution Design / Development	Pick appropriate reviewer from: 1. Pat Lywood Infrastructure 2. Steve Evans Counter, BAL/OSR, Audit 3. Mukesh Mehta Estate Management, Audit 4. Jerry Acton Systems Management 5. Karen Morley Counter Infr. and Packaging 6. For Host Development, from: David Harrison Host Dev Management Andy Beardmore Host Online Systems Roger Barnes Host Batch Systems Duncan MacDonald Host Reference Data Andy Williams Agent and Web Services Sarah Selwyn Cryptography Mark Wright Scheduling Gary Maxwell File transfer Mike Croshaw Time Sync For Audit , see 1 & 2 above.	Pick from: Lywood Pat Evans Steve (BRA01) Mehta Mukesh Jerry Acton Morley Karen V Harrison David P Beardmore Andy Barnes Roger Macdonald Duncan Williams Andy Selwyn Sarah Wright Mark Maxwell Gary Croshaw Mike
			M	Test Design	George Zolkiewka	Zolkiewka George GJ



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			O	Configuration Management	Tariq Arain / Dave Pooler	Arain Tariq / Pooler Dave
			O	Security Architect	Jim Sweeting	Sweeting Jim
			O	Programme Manager	Geoff Butts	Butts Geoff
			O	Core Services	Ed Ashford	Ashford Edward
			O	Infrastructure Design	Pat Lywood (or nominees)	Lywood Pat
			AP	Test Design	George Zolkiewka	Zolkiewka George GJ
RTM	Requirements Traceability Matrix	Requirements	M	Infrastructure Design / Solution Design / Development	<p>Pick appropriate reviewer from:</p> <ol style="list-style-type: none"> 1. Steve Evans Counter, BAL/OSR, Audit 2. Mukesh Mehta Estate Management, Audit 3. Jerry Acton Systems Management 4. Karen Morley Counter Infr. and Packaging 5. For Host Development, from: <ul style="list-style-type: none"> David Harrison Host Dev Management Andy Beardmore Host Online Systems Roger Barnes Host Batch Systems Duncan MacDonald Host Reference Data Andy Williams Agent and Web Services Sarah Selwyn Cryptography Mark Wright Scheduling Gary Maxwell File transfer Mike Croshaw Time Sync <p>For Audit, see 1 & 2 above.</p>	<p>Pick from:</p> <ul style="list-style-type: none"> Evans Steve (BRA01) Mehta Mukesh Jerry Acton Morley Karen V Harrison David P Beardmore Andy Barnes Roger Macdonald Duncan Williams Andy Selwyn Sarah Wright Mark Maxwell Gary Croshaw Mike
			M	Infrastructure Design	Pat Lywood (or nominees)	Lywood Pat
			M	Head of Service Change & Transition	Graham Welsh	Welsh Graham
			M	Information Governance	Brian Pinder	Pinder Brian
			O	Security & Risk Team	GRO	CSPOA Security
			O	Data Centre Migration	Vince Cochrane	Cochrane Vince
			O	Integration Team Manager	Peter Okely	Okely Peter
			O	Test Design	George Zolkiewka	Zolkiewka George GJ
			O	Testing Manager	Debbie Richardson	Richardson Debbie DB



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			O	Programme Manager	Geoff Butts	Butts Geoff
			O	Security	Peter Sewell	Sewell Peter (FEL01)
			AP	Programme Manager	Geoff Butts	Butts Geoff
REN	Release Note	Service Management	M	Head of Service Management	Gaetan van Achte	Van Achte Gaetan
			M	RV Manager	James Brett (POL)	GRO RMGA Document Management
			O	Solution Design / Development	Pick appropriate reviewer from: 1. Steve Evans Counter, BAL/OSR, Audit 2. Mukesh Mehta Estate Management, Audit 3. Jerry Acton Systems Management 4. Karen Morley Counter Infr. and Packaging 5. For Host Development, from: David Harrison Host Dev Management Andy Beardmore Host Online Systems Roger Barnes Host Batch Systems Duncan MacDonald Host Reference Data Andy Williams Agent and Web Services Sarah Selwyn Cryptography Mark Wright Scheduling Gary Maxwell File transfer Mike Croshaw Time Sync For Audit , see 1 & 2 above.	Pick from: Evans Steve (BRA01) Mehta Mukesh Jerry Acton Morley Karen V Harrison David P Beardmore Andy Barnes Roger Macdonald Duncan Williams Andy Selwyn Sarah Wright Mark Maxwell Gary Croshaw Mike
			O	Programme Manager	Geoff Butts	Butts Geoff
			O	Service Director	David Keeling	Keeling David
			O	SSC	Tony Little	Little Tony
			O	Head of Service Change & Transition	Graham Welsh	Welsh Graham
			AP	Head of Service Management	Gaetan van Achte	Van Achte Gaetan
AP	Head of Service Change & Transition	Graham Welsh	Welsh Graham			
SD	Service Description/Definition	Service Management	O	Programme Manager	Geoff Butts	Butts Geoff



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			O	Service Architect	Jim Sweeting	Sweeting Jim
			O	Infrastructure Design	Pat Lywood (or nominees)	Lywood Pat
			O	Testing Manager	Debbie Richardson	Richardson Debbie DB
			O	Information Governance	Brian Pinder	Pinder Brian
			O	Security	Peter Sewell	Sewell Peter (FEL01)
			O	HNG-X Service Transition	Graham Welsh	Welsh Graham
			O	Data Centre Migration	Vince Cochrane	Cochrane Vince
			O	Integration Team Manager	Peter Okely	Okely Peter
			O	Head of Service Management	Gaetan van Achte	Van Achte Gaetan
			AP	Head of Service Management	Gaetan van Achte	Van Achte Gaetan
			AP	Post Office Ltd	Post Office Ltd (via Document Control)	RMGA Document Management
SIP	Service Introduction Plan	Service Management	M	Head of Service Management	Gaetan van Achte	Van Achte Gaetan
			M	Security	Peter Sewell	Sewell Peter (FEL01)
			M	POL Release Management Team	POL Release Management Team	RMGA Document Management
			M	Data Centre Migration	Vince Cochrane	Cochrane Vince
			M	Integration Team Manager	Peter Okely	Okely Peter
			O	Programme Manager	Geoff Butts	Butts Geoff



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					<p>Pick appropriate reviewer from:</p> <ol style="list-style-type: none"> 1. Steve Evans Counter, BAL/OSR, Audit 2. Mukesh Mehta Estate Management, Audit 3. Jerry Acton Systems Management 4. Karen Morley Counter Infr. and Packaging 5. For Host Development, from: David Harrison Host Dev Management Andy Beardmore Host Online Systems Roger Barnes Host Batch Systems Duncan MacDonald Host Reference Data Andy Williams Agent and Web Services Sarah Selwyn Cryptography Mark Wright Scheduling Gary Maxwell File transfer Mike Croshaw Time Sync For Audit, see 1 & 2 above. 	<p>Pick from:</p> <p>Evans Steve (BRA01) Mehta Mukesh Jerry Acton Morley Karen V</p> <p>Harrison David P Beardmore Andy Barnes Roger Macdonald Duncan Williams Andy Selwyn Sarah Wright Mark Maxwell Gary Croshaw Mike</p>
			O	Solution Design / Development		
			O	RV Manager	James Brett (POL, JTT)	GRO RMGA Document Management
			O	Service Architect	Jim Sweeting	Sweeting Jim
			O	Service Support	Kirsty Gallacher	Gallacher Kirsty
			O	Service Network	Ian Mills	Mills Ian
			O	Business Continuity	Adam Parker	Parker Adam
			O	Infrastructure Design	Pat Lywood (or nominees)	Lywood Pat
			O	SSC	Tony Little	Little Tony
			O	Head of Service Change & Transition	Graham Welsh	Welsh Graham
			O	Service Director	David Keeling	Keeling David
			AP	Service Director	David Keeling	Keeling David
			AP	Head of Service Management	Gaetan van Achte	Van Achte Gaetan
			AP	Head of Service Change & Transition	Graham Welsh	Welsh Graham
SPG	Support Guide	Service Management	M	SSC	Tony Little	Little Tony



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			M	Infrastructure Design / Solution Design / Development	Pick appropriate reviewer from: 1. Pat Lywood Infrastructure 2. Steve Evans Counter, BAL/OSR, Audit 3. Mukesh Mehta Estate Management, Audit 4. Jerry Acton Systems Management 5. Karen Morley Counter Infr. and Packaging 6. For Host Development , from: David Harrison Host Dev Management Andy Beardmore Host Online Systems Roger Barnes Host Batch Systems Duncan MacDonald Host Reference Data Andy Williams Agent and Web Services Sarah Selwyn Cryptography Mark Wright Scheduling Gary Maxwell File transfer Mike Croshaw Time Sync For Audit , see 1 & 2 above.	Pick from: Lywood Pat Evans Steve (BRA01) Mehta Mukesh Jerry Acton Morley Karen V Harrison David P Beardmore Andy Barnes Roger Macdonald Duncan Williams Andy Selwyn Sarah Wright Mark Maxwell Gary Croshaw Mike
			M	Service Network	Ian Mills (for Network guides)	Mills Ian
			M	Core Services	Andrew Gibson	Gibson Andrew
			O	Service Support	Kirsty Gallacher	Gallacher Kirsty
			O	HNG-X Service Transition	Graham Welsh	Welsh Graham
			O	Architecture	David Johns	Johns David DL
			O	Head of Service Management	Gaetan van Achte	Van Achte Gaetan
			O	Infrastructure Design	Dave Haywood (for Network guides)	Haywood Dave
			O	Service Manager - Retail and RMGA	Claire Drake	Drake Claire
			AP	SSC	Tony Little (except for Network guides)	Little Tony
			AP	Service Network	Ian Mills (for Network guides)	Mills Ian
SRS	System Requirement Specification	Requirements	M	Infrastructure Design	Pat Lywood (or nominees)	Lywood Pat



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			<p>Pick appropriate reviewer from:</p> <ol style="list-style-type: none"> 1. Steve Evans Counter, BAL/OSR, Audit 2. Mukesh Mehta Estate Management, Audit 3. Jerry Acton Systems Management 4. Karen Morley Counter Infr. and Packaging 5. For Host Development, from: David Harrison Host Dev Management Andy Beardmore Host Online Systems Roger Barnes Host Batch Systems Duncan MacDonald Host Reference Data Andy Williams Agent and Web Services Sarah Selwyn Cryptography Mark Wright Scheduling Gary Maxwell File transfer Mike Croshaw Time Sync For Audit, see 1 & 2 above. 	<p>Pick from:</p> <p>Evans Steve (BRA01) Mehta Mukesh Jerry Acton Morley Karen V</p> <p>Harrison David P Beardmore Andy Barnes Roger Macdonald Duncan Williams Andy Selwyn Sarah Wright Mark Maxwell Gary Croshaw Mike</p>
M	Solution Design / Development			
M	Head of Service Change & Transition	Graham Welsh	Welsh Graham	
M	Security Architect	Jim Sweeting	Sweeting Jim	
O	Security & Risk Team	GRO	CSPOA Security	
O	Data Centre Migration	Vince Cochrane	Cochrane Vince	
O	Integration Team Manager	Peter Okely	Okely Peter	
O	Test Design	George Zolkiewka	Zolkiewka George GJ	
O	Testing Manager	Debbie Richardson	Richardson Debbie DB	
O	Programme Manager	Geoff Butts	Butts Geoff	
O	LST Manager	Sheila Bamber	Bamber Sheila	
O	Tester	Hamish Munro	Munro Hamish	
O	RV Manager	James Brett (POL, JTT)	GRO RMGA Document Management	
O	VI & TE Manager	Mark Ascott	Ascott Mark MA	
O	Infrastructure Design	Pat Lywood (or nominees)	Lywood Pat	
O	LST	John Rogers	Rogers John	



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				O	SSC	Tony Little	Little Tony
				AP	Programme Manager	Geoff Butts	Butts Geoff
SSD	System Documents	Support	Service Management	M	SMC Duty Manager	SMC Duty Manager	
				M	SSC	Tony Little	Little Tony
				M	Service Transition	Graham Welsh	Welsh Graham
				M	Service Transition	Sarah Bull	Bull Sarah
				M	Infrastructure Design / Solution Design / Development	Pick appropriate reviewer from: 1. Pat Lywood Infrastructure 2. Steve Evans Counter, BAL/OSR, Audit 3. Mukesh Mehta Estate Management, Audit 4. Jerry Acton Systems Management 5. Karen Morley Counter Infr. and Packaging 6. For Host Development, from: David Harrison Host Dev Management Andy Beardmore Host Online Systems Roger Barnes Host Batch Systems Duncan MacDonald Host Reference Data Andy Williams Agent and Web Services Sarah Selwyn Cryptography Mark Wright Scheduling Gary Maxwell File transfer Mike Croshaw Time Sync For Audit , see 1 & 2 above.	Pick from: Lywood Pat Evans Steve (BRA01) Mehta Mukesh Jerry Acton Morley Karen V Harrison David P Beardmore Andy Barnes Roger Macdonald Duncan Williams Andy Selwyn Sarah Wright Mark Maxwell Gary Croshaw Mike
				O	Operations Manager	Jerry Acton	Acton Jerry A
				O	Service Delivery Manager	Karen Harrod (for SMC)	Harrod Karen
						John Bradley (for SMG)	Bradley John
						Wayne Bragg (for MSS)	Bragg Wayne
				O	Service Delivery Manager	Ian Mills	Mills Ian
				O	Service Support	Kirsty Gallacher	Gallacher Kirsty
O	Service Delivery	Liz Melrose	Melrose Liz				



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			O	LST Manager	Sheila Bamber	Bamber Sheila				
			O	Head of Service Management	Gaetan van Achte	Van Achte Gaetan				
			~O							
			AP	SSC	Tony Little	Little Tony				
			AP	Head of Service Management	Gaetan van Achte	Van Achte Gaetan				
			AP	Service Delivery Manager	Karen Harrod (for SMC)	Harrod Karen				
					John Bradley (for SMG)	Bradley John				
					Wayne Bragg (for MSS)	Bragg Wayne				
			AP	Head of Service Change & Transition	Graham Welsh	Welsh Graham				
STG	Migration Strategy	Requirements & Architecture	M	Solution Design / Development	Pick appropriate reviewer from: 1. Steve Evans Counter, BAL/OSR, Audit 2. Mukesh Mehta Estate Management, Audit 3. Jerry Acton Systems Management 4. Karen Morley Counter Infr. and Packaging 5. For Host Development , from: David Harrison Host Dev Management Andy Beardmore Host Online Systems Roger Barnes Host Batch Systems Duncan MacDonald Host Reference Data Andy Williams Agent and Web Services Sarah Selwyn Cryptography Mark Wright Scheduling Gary Maxwell File transfer Mike Croshaw Time Sync For Audit , see 1 & 2 above.	Pick from: Evans Steve (BRA01) Mehta Mukesh Jerry Acton Morley Karen V Harrison David P Beardmore Andy Barnes Roger Macdonald Duncan Williams Andy Selwyn Sarah Wright Mark Maxwell Gary Croshaw Mike				
							M	Applications Engineering Manager	Graham Allen	Allen Graham (BRA01)
							M	Data Centre Migration	Vince Cochrane	Cochrane Vince
							M	Integration Team Manager	Peter Okely	Okely Peter
							M	Infrastructure Design	Pat Lywood (or nominees)	Lywood Pat



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		M	RV Manager	James Brett (POL. JTT)	GRO RMGA Document Management
		M	Head of Service Change & Transition	Graham Welsh	Welsh Graham
		M	Head of Service Management	Gaetan van Achte	Van Achte Gaetan
		M	Core Services	Ed Ashford	Ashford Edward
		O	Security & Risk Team	GRO	CSPOA Security
		O	Test Design	George Zolkiewka	Zolkiewka George GJ
		O	Integration Team Manager	Peter Okely	Okely Peter
		O	Security Architect	Jim Sweeting (also covers Service Architecture)	Sweeting Jim
		O	Testing Manager	Debbie Richardson	Richardson Debbie DB
		O	Programme Manager	Geoff Butts	Butts Geoff
		O	LST Manager	Sheila Bamber	Bamber Sheila
		O	SV&I Manager	Chris Maving	Maving Chris
		O	Tester	Hamish Munro	Munro Hamish
		O	VI & TE Manager	Mark Ascott	Ascott Mark MA
		O	Integrity Testing	Michael Welch	Welch Michael J
		O	Applications Architecture	David Johns	Johns David DL
		O	LST	John Rogers	Rogers John
		O	Information Governance	Brian Pinder	Pinder Brian
		AP	Programme Manager	Geoff Butts	Butts Geoff



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STG	Testing Strategy	Testing	M	Solution Design / Development	Pick appropriate reviewer from: 1. Steve Evans Counter, BAL/OSR, Audit 2. Mukesh Mehta Estate Management, Audit 3. Jerry Acton Systems Management 4. Karen Morley Counter Infr. and Packaging 5. For Host Development, from: David Harrison Host Dev Management Andy Beardmore Host Online Systems Roger Barnes Host Batch Systems Duncan MacDonald Host Reference Data Andy Williams Agent and Web Services Sarah Selwyn Cryptography Mark Wright Scheduling Gary Maxwell File transfer Mike Croshaw Time Sync For Audit , see 1 & 2 above.	Pick from: Evans Steve (BRA01) Mehta Mukesh Jerry Acton Morley Karen V Harrison David P Beardmore Andy Barnes Roger Macdonald Duncan Williams Andy Selwyn Sarah Wright Mark Maxwell Gary Croshaw Mike
			M	Testing Manager	Debbie Richardson	Richardson Debbie DB
			M	LST	John Rogers	Rogers John
			M	LST Manager	Sheila Bamber	Bamber Sheila
			M	SV&I Manager	Chris Maving	Maving Chris
			M	RV Manager	James Brett (POL, JTT)	<div style="border: 1px dashed black; padding: 2px; display: inline-block;">GRO</div> RMGA Document Management
			M	VI & TE Manager	Mark Ascott	Ascott Mark MA
			M	Infrastructure Design	Pat Lywood (or nominees)	Lywood Pat
			O	Programme Manager	Geoff Butts	Butts Geoff
			O	Information Governance	Brian Pinder	Pinder Brian
			O	Security Architect	Jim Sweeting	Sweeting Jim
			O	Head of Service Change & Transition	Graham Welsh	Welsh Graham
			O	Data Centre Migration	Vince Cochrane	Cochrane Vince
			O	Integration Team Manager	Peter Okely	Okely Peter
O	Core Services	Ed Ashford	Ashford Edward			



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			O	Test Manager	Lee Farman (POL, JTT)	GRO RMGA Document Management
			O	Tester	Hamish Munro	Munro Hamish
			O	Integrity Testing	Michael Welch	Welch Michael J
			AP	Programme Manager	Geoff Butts	Butts Geoff
STR	System Test Report	SV&I	M	Solution Design / Development	Pick appropriate reviewer from: 1. Steve Evans Counter, BAL/OSR, Audit 2. Mukesh Mehta Estate Management, Audit 3. Jerry Acton Systems Management 4. Karen Morley Counter Infr. and Packaging 5. For Host Development, from: David Harrison Host Dev Management Andy Beardmore Host Online Systems Roger Barnes Host Batch Systems Duncan MacDonald Host Reference Data Andy Williams Agent and Web Services Sarah Selwyn Cryptography Mark Wright Scheduling Gary Maxwell File transfer Mike Croshaw Time Sync For Audit , see 1 & 2 above.	Pick from: Evans Steve (BRA01) Mehta Mukesh Jerry Acton Morley Karen V Harrison David P Beardmore Andy Barnes Roger Macdonald Duncan Williams Andy Selwyn Sarah Wright Mark Maxwell Gary Croshaw Mike
			M	LST Manager	Sheila Bamber	Bamber Sheila
			M	SV&I Manager	Chris Maving	Maving Chris
			O	Tester	Hamish Munro	Munro Hamish
			O	Testing Manager	Debbie Richardson	Richardson Debbie DB
			O	Test Manager	Chris Young (POL, JTT)	GRO
			O	Test Manager	Lee Farman (POL, JTT)	GRO
			O	RV Manager	James Brett (POL, JTT)	GRO RMGA Document Management
			O	VI & TE Manager	Mark Ascott	Ascott Mark MA



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			O	SV&I Peer	Peer Reviewer	
			O	Infrastructure Design	Pat Lywood (or nominees)	Lywood Pat
			O	Programme Manager	Geoff Butts	Butts Geoff
			O	Security	Peter Sewell	Sewell Peter (FEL01)
			AP	Programme Manager	Geoff Butts	Butts Geoff
			AP	Testing Manager	Debbie Richardson	Richardson Debbie DB
			AP	Testing	Lee Farman (POL, JTT)	GRO RMGA Document Management
TIS	Technical Interface Specification (External)	Post Office Limited	M	Solution Design / Development	Pick appropriate reviewer from: 1. Steve Evans Counter, BAL/OSR, Audit 2. Mukesh Mehta Estate Management, Audit 3. Jerry Acton Systems Management 4. Karen Morley Counter Infr. and Packaging 5. For Host Development, from: David Harrison Host Dev Management Andy Beardmore Host Online Systems Roger Barnes Host Batch Systems Duncan MacDonald Host Reference Data Andy Williams Agent and Web Services Sarah Selwyn Cryptography Mark Wright Scheduling Gary Maxwell File transfer Mike Croshaw Time Sync For Audit , see 1 & 2 above.	Pick from: Evans Steve (BRA01) Mehta Mukesh Jerry Acton Morley Karen V Harrison David P Beardmore Andy Barnes Roger Macdonald Duncan Williams Andy Selwyn Sarah Wright Mark Maxwell Gary Croshaw Mike
			M	Infrastructure Design	Pat Lywood (or nominees)	Lywood Pat
			M	SSC	Tony Little	Little Tony
			O	Security & Risk Team	GRO	CSPOA Security
			O	Applications Engineering Manager	Graham Allen	Allen Graham (BRA01)
			O	Security Architect	Jim Sweeting	Sweeting Jim
			O	Programme Manager	Geoff Butts	Butts Geoff



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			O	LST	John Rogers	Rogers John
			O	SV&I Manager	Chris Maving	Maving Chris
			O	TE Manager	Mark Ascott	Ascott Mark MA
			O	Service Network	Ian Mills	Mills Ian
			O	Migration	Chris Credland	Credland Chris
			O	Service Support	Kirsty Gallacher	Gallacher Kirsty
			AP	First baseline version only : Post Office Limited ONLY .	Post Office Limited (via Document Control)	RMGA Document Management
			AP	Subsequent revisions must be approved by all parties prior to introduction into live service.	Lead Architect or Programme Manager or equivalent. For Fujitsu: Jim Sweeting	
TSD	Transition State Design	Implementation	M	Solution Design / Infrastructure Design	Author(s) of related HLD(s) , plus Designer Authors expected to provide solution	
			M	RV Test	Graham Jennings	Jennings Graham
			M	Integration	Chet Patel	Patel Chet
			M	SSC	Tony Little	Little Tony
			M	Integration Team Manager	Peter Okely	Okely Peter
			M	Solution Integration Manager	Ed Ashford	Ashford Edward
			M	Service Support	Kirsty Gallacher	Gallacher Kirsty
			M	Infrastructure Services	Andrew Gibson	Gibson Andrew
			O	Security & Risk Team	GRO	CSPOA Security
			O	POL Architect	Ghulam Hussain (POL, JTT)	RMGA Document Management
			O	Architect	David Johns	Johns David DL
			O	System Qualities Architecture	Dave Chapman	Chapman David (BRA01)
			O	Architect	Jason Clark	Clark Jason
			O	Business Continuity	Adam Parker	Parker Adam
			O	HNG-X Service Transition	Graham Welsh	Welsh Graham



RMGA Document Reviewers/Approvers Role Matrix

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			<input type="radio"/>	Service Network	Ian Mills	Mills Ian
			<input type="radio"/>	Data Centre Migration	Vince Cochrane	Cochrane Vince
			<input type="radio"/>	LST Manager	Sheila Bamber	Bamber Sheila
			<input type="radio"/>	Tester	Hamish Munro	Munro Hamish
			<input type="radio"/>	LST	John Rogers	Rogers John
			<input type="radio"/>	SV&I Manager	Chris Maving	Maving Chris
			<input type="radio"/>	RV Manager	James Brett (POL, JTT)	GRO RMGA Document Management
			<input type="radio"/>	VI & TE Manager	Mark Ascott	Ascott Mark MA
			<input type="radio"/>	Integrity Testing	Michael Welch	Welch Michael J
			<input type="radio"/>	Development	Graham Allen	Allen Graham (BRA01)
			AP	Integration Team Manager	Peter Okely	Okely Peter
			AP	Development	Graham Allen	Allen Graham (BRA01)
UATR	Unit Acceptance Test Report	Development	<input type="radio"/>	Solution Design / Development	Pick appropriate reviewer from: 1. Steve Evans Counter, BAL/OSR, Audit 2. Mukesh Mehta Estate Management, Audit 3. Jerry Acton Systems Management 4. Karen Morley Counter Infr. and Packaging 5. For Host Development , from: David Harrison Host Dev Management Andy Beardmore Host Online Systems Roger Barnes Host Batch Systems Duncan MacDonald Host Reference Data Andy Williams Agent and Web Services Sarah Selwyn Cryptography Mark Wright Scheduling Gary Maxwell File transfer Mike Croshaw Time Sync For Audit , see 1 & 2 above.	Pick from: Evans Steve (BRA01) Mehta Mukesh Jerry Acton Morley Karen V Harrison David P Beardmore Andy Barnes Roger Macdonald Duncan Williams Andy Selwyn Sarah Wright Mark Maxwell Gary Croshaw Mike
			<input type="radio"/>	LST	John Rogers	Rogers John



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			O	SV&I Manager	Chris Maving	Maving Chris
			AP	To be advised by Author	To be advised by Author	