

## SME INTERIM MDM/R DOCUMENT CHANGE

Title: **Draft MDM/R Change Management Framework**

File #: **SME\_IMDC\_0061**

Version #: **1.0**

### Part 1 – General Information

<b>Relevant Document:</b>	Document Title: <b>MDM/R Change Management Manual; and MDM/R RFC Form</b>		
	Document ID Number: <b>SME_MAN_0006; and SME_FORM_0011</b>		
<b>SME-LDC Agreement Reference:</b>	Sections 2.2.4, 3.4, and 3.5		
<b>SME Terms of Service Reference:</b>	Sections 1.3, 1.4, 2.4, 2.5, 2.6		
<b>Reason For Issue:</b>	<input checked="" type="checkbox"/> For comment and discussion purposes only. See instructions in Part 4. <b>Deadline for comment:</b> <p style="text-align: center;">January 31, 2010</p> <input type="checkbox"/> Notification of change.		
<b>Date Prepared:</b>	12/11/2009 <small>(mm/dd/yyyy)</small>	<b>Documentation Change Valid From:</b>	n/a – DRAFT FOR COMMENT
		<b>Documentation Change Valid To:</b>	n/a – DRAFT FOR COMMENT
<b>Subject:</b>	MDM/R manual and supporting RFC form for facilitating the MDM/R Change and Baseline Management processes set out in the <i>MDM/R Terms of Service</i> .		
<b>Reason For Change:</b>	<p>The MDM/R Change Management Manual has been revised to reflect recent amendments to the draft <i>MDM/R Terms of Service</i> and reflect stakeholder feedback on the Change Management process during discussions surrounding the <i>MDM/R Terms of Service</i> itself.</p> <p>The new MDM/R Request for Change (RFC) Form will also MDM/R service recipients and other interested parties to propose changes to:</p> <ul style="list-style-type: none"> <li>• Submit an <i>amendment proposal</i> pertaining to the <i>MDM/R Terms of Service</i> as per the process set out in section 1.3 of the <i>MDM/R Terms of Service</i> ; <b>and/or</b></li> <li>• Propose a change to the MDM/R system and/or the <i>MDM/R manuals and procedures</i> as per section 2.4 of the <i>MDM/R Terms of Service</i> ;</li> </ul> <p>Neither of these documents are currently in force and are being posted for comment by any interested parties by the stated deadline above.</p>		

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## Part 2 – General Information

### Description of Change

The information following will be included in a revision of the affected document, on or about the 'valid to' date provided in Part 1.

1. Changes to *MDM/R Change and Baseline Management Manual* (relative to previous draft Issue 0.5, October 17, 2008) are detailed in the Table of Changes within that document. This document is NOT in force.
2. The MDM/R RFC Form is being posted for comment for the first time and is NOT in force.

## Part 3 – Associated System Change

### Description of Systems Change

This section describes the associated release date, systems environments and other details of the systems change that are directly related to this document change.

Where applicable, this section will also describe the timelines for any overlap between different versions of a particular interface and any testing steps that an MDM/R user may be expected to go through in order to implement the change.

n/a.

## Part 4 – Instructions for Providing Feedback:

If this SME\_IMDC has been issued for comment (see “Reason for Issue”) you may provide feedback to the IESO in the following manner:

- 1) Please send your comments to: [info@smi-ieso.ca](mailto:info@smi-ieso.ca)
- 2) In the subject-header of your e-mail, please cite the SME\_IMDC file number of this document (see front page of this document).
- 3) Your comments may also include your organization’s assessment of the potential costs, time requirements and risks for implementing the proposed changes;
- 4) Please note that any comments submitted may be circulated amongst other stakeholders and other parties at the discretion of the IESO.