

## FINAL MEETING MINUTES

**CLEC – Qwest Change Management Process Redesign**  
**Tuesday, March 5 through Thursday, March 7, 2002 Working Session**  
1801 California Street, 23<sup>rd</sup> Floor, Executive Conference Room, Denver, CO  
Conference Bridge: 877.550.8686, passcode 2213337#

**NOTE:** These are FINAL meeting minutes Qwest developed following the working session. Draft minutes were circulated to the CMP Redesign Core Team Members on March 29, 2002. As of May 9, 2002, no comments were received from the meeting attendees.

### INTRODUCTION

The Core Team (Team) and other participants met March 5<sup>th</sup> through March 7<sup>th</sup> to continue with the Redesign effort of the Change Management Process. Following is the write up of the discussions, action items, and decisions in the working session. The attachments to these meeting minutes are as follow:

### ATTACHMENTS

- Attachment 1: CMP Redesign March 5 – 7, 2002 Attendance Record
- Attachment 2a: CMP Redesign Meeting March 5 – 7 Notice and Agenda - 03-05-02
- Attachment 2b: CMP Redesign Meeting March 6 – 7 Notice and Revised Agenda - 03-05-02
- Attachment 2c: CMP Redesign Meeting March 7 Notice and Revised Agenda - 03-06-02
- Attachment 3: Qwest Proposed OSS Interface CR initiation Process Action item Language – 03-07-02
- Attachment 4: Qwest Proposed CR Prioritization Language – Revised 03-07-02
- Attachment 5: CMP Redesign Team Issues Action Items Log – 03-07-02
- Attachment 6: Combined\_CMP\_Redesign\_Gap\_Analysis – Revised 03-07-02
- Attachment 7: CMP Issues Priority 3.5.02 TMC final\_ATT List
- Attachment 8: Ranking of AT&T Priority List Items – 03-06-02
- Attachment 9: Qwest\_Proposed\_Reasons\_to\_Deny\_CRs – Revised 03-07-02
- Attachment 10: Master Redlined CLEC-Qwest CMP Redesign Framework – 03-07-02

### MEETING MINUTES

Lee-Facilitator made introductions, reviewed the agenda (refer to Attachment 1), and asked if there were any additional items. Quintana-CPUC stated that the order from the Colorado workshop might change the agenda. The team agreed to defer this discussion until Crain-Qwest arrives in the afternoon.

Lee-Facilitator directed the team to Attachment 3 - OSS Interface CR Initiation Process Action Item Language. Dixon-WorldCom informed the team that the Arizona and Colorado commissions are aware of one impasse issue pertaining to Regulatory Change and are interested to know if there are other potential impasse issues. He suggested that the Redesign Team stay focused on priority issues. Menezes-AT&T stated that in the last couple of meetings, which Dixon-WorldCom had missed, that the team discussed whether Regulatory CRs should be implemented with a manual or

**CLEC-Qwest Change Management Re-design Working Sessions  
Core Team Issues/Action Items Log—CLOSED**

#	Issue/ Action	Originator	Category	Description	Owner	Due Date	Resolution/Remarks
142	Issue	Oct 30 Meeting	Change to An Existing OSS Interface	<p>Does the team agree that the CR Initiation Process and Prioritization Process have taken place before a change is implemented according to the Changes to an Existing OSS Interface Process?</p> <p>12-11-01 Clarify in the Master Redline that CRs precede any systems changes within the scope of CMP (exceptions?, production support?) (AT&amp;T item # 14)</p> <p>Is the EDI Implementation Guideline under the scope of CMP?</p>	Core Team	CLOSED Mar 5	<ul style="list-style-type: none"> <li>Generic Order Flow Business Model</li> </ul> <p>Qwest is prepared to discuss and close this Action Item.</p> <p><b>DECISION:</b> Add language to application-to-application as defined above to Redline:</p> <ul style="list-style-type: none"> <li>Changes to An Existing OSS</li> <li>Introduction of An OSS</li> </ul> <p>Also, see generic definition in TERMS.</p> <p><b>GAP ANALYSIS #81</b></p> <p><b>DECISION:</b> Yes</p>
143	Issue	Oct 30 Meeting	EDI Implem. Guideline		Qwest— Judy Schultz	CLOSED Mar 5	<p><b>DECISION:</b> Yes – See Master Redline Section 3.1 paragraph 3 – AT&amp;T Comments accepted.</p> <p>10/31: The EDI Implementation Guideline will follow the CMP guidelines and</p>

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#	Issue/Action	Originator	Category	Description	Owner	Due Date	Resolution/Remarks
				2/6: Does Scope include documentation?			timeframes. See Master Redline Section 1.0  COMPLETED: See Scope language  GAP ANALYSIS #117, 142
144	Issue	Oct 30 Meeting	Change to An Existing OSS Interface	Provide language to address the earliest conversion time to the newly IMA-EDI release is the weekend after the Release Production Date.	Jeff Thompson/ Mitch Menezes/ Beth Woodcock	CLOSED Oct 30	COMPLETED: Language under Changes to An Existing OSS Interface
145	Issue Action	Oct 30 Meeting	OSS Interface CR Initiation Level of Effort	CLEC comments and Qwest responses should be communicated to CLECs. Create a method to communicate via web site.	Qwest— Judy Schultz	CLOSED Mar 5	COMPLETED: Comments and Response function provided.  GAP ANALYSIS: #45
146	Issue	Oct 30 Meeting	OSS Interface CR Initiation	What are the criteria used to determine 'level of effort' (i.e., S, M, L, XL) for a release?	Qwest— Jeff Thompson	CLOSED Mar 5	12/13: Language included in Master Redline:  01/14: The CLECs requested that Qwest no longer use a standard set of T-shirt size estimates. Instead, Qwest will give Level of Effort estimates via an estimate of the number of hours necessary to complete each CR for CRs generated after 01/01/02. The Core Team must review the