

**CLEC-Qwest Change Management Process Re-design  
SCHEDULE OF WORKING SESSIONS**

Revised—October 3, 2001

**UPCOMING WORKING SESSIONS**

Dates/Time	Location	Element
<p><b>DATE:</b> Tues., Oct 16 <b>TIME:</b> 9 am-5 pm MT 10 am-6 pm CT</p> <p>Conference bridge line: 1-877-847-0304 (Passcode 7101617#)</p>	<p>1801 California Street 23<sup>rd</sup> Floor, Executive Conf Rm. Denver, CO</p>	<ul style="list-style-type: none"> <li>• Change Request Initiation (CLEC and Qwest)</li> <li>• Changes to an Existing Interface               <ul style="list-style-type: none"> <li>– Application-to-Application</li> <li>– Graphical User Interface</li> </ul> </li> <li>• Prioritization of OSS Change Requests—begin discussion</li> </ul>
<p><b>DATE:</b> Tues., Oct 30, Wed., Oct 31, and Thurs, Nov 1 <b>TIME:</b> 9 am-5 pm MT 10 am-6 pm CT</p> <p>Conference bridge line: 1-877-847-0304 (Passcode 7101617#)</p>	<p>1801 California Street 23<sup>rd</sup> Floor, Executive Conf Rm. Denver, CO</p>	<ul style="list-style-type: none"> <li>• Prioritization of OSS Change Requests—continue discussion</li> <li>• Introduction of a New Interface</li> <li>• Retirement of an Existing Interface</li> <li>• Interface Testing</li> <li>• Exception Process</li> </ul>
<p><b>DATE:</b> Tues., Nov 13 <b>TIME:</b> 9 am-5 pm MT 10 am-6 pm CT</p> <p>Conference bridge line: 1-877-847-0304 (Passcode 7101617#)</p>	<p>1801 California Street 23<sup>rd</sup> Floor, Executive Conf Rm. Denver, CO</p>	<ul style="list-style-type: none"> <li>• Production Support</li> <li>• Training</li> <li>• Re-visit the CMP Web Site section</li> <li>• Managing the CMP</li> <li>• Determine elements for Product and Process CMP discussions (future sessions)</li> </ul>
<p><b>DATE:</b> Tues., Nov 27- Thurs. Nov 29 <b>TIME:</b> 9 am-5 pm MT 10 am-6 pm CT</p> <p>Conference bridge line: 1-877-847-0304 (Passcode 7101617#)</p>	<p>1801 California Street 23<sup>rd</sup> Floor, Executive Conf Rm. Denver, CO</p>	<ul style="list-style-type: none"> <li>• Continue CMP discussion on OSS Interface or begin discussion on Product/Process</li> </ul>
<p><b>DATE:</b> Mon., Dec 10 and Tues. Dec 11 <b>TIME:</b> 9 am-5 pm MT 10 am-6 pm CT</p> <p>Conference bridge line: 1-877-847-0304 (Passcode 7101617#)</p>	<p>1801 California Street 23<sup>rd</sup> Floor, Executive Conf Rm. Denver, CO</p>	<ul style="list-style-type: none"> <li>• Continue CMP discussion on OSS Interface or begin discussion on Product/Process</li> </ul>

Note: Agenda will include standing items—Review Core Team participation, Issue/Action Items, Review redlined document, Final Meeting Minutes from the previous session, and Set/Confirm agenda for the next working session. An half hour at the end of each meeting will be dedicated to the CLEC community to address their issues.

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**WORKING SESSIONS ALREADY HELD**

Dates/Time	Location	Element
Thursday, July 11— <b>COMPLETED</b>	1801 California Street, Denver, CO	<ul style="list-style-type: none"> <li>• Kickoff</li> </ul>
Thursday, July 19— <b>COMPLETED</b>	1801 California Street Denver, CO	<ul style="list-style-type: none"> <li>• Introduction</li> <li>• Scope</li> <li>• Administration—Managing the Change Management Process</li> </ul>
Tuesday, August 7 and Wednesday, August 8— <b>COMPLETED</b>	1801 California Street Denver, CO	<ul style="list-style-type: none"> <li>• Performance Measurements (informational)</li> <li>• Notification Process</li> <li>• Distribution List</li> <li>• Web Site</li> <li>• Tracking (e.g., CR and RN status definition, naming convention)</li> </ul>
Tuesday, August 14 and Thursday, August 16— <b>COMPLETED</b>	1005 – 17 <sup>th</sup> Street, 1 <sup>st</sup> Floor, Junior Board Room Denver, CO	<ul style="list-style-type: none"> <li>• Managed Changes—Existing (including Types of Change)—<b>to be continued</b></li> <li>• Prioritization—<b>re-scheduled</b></li> <li>• Exception Process (added by Qwest after 7/19 meeting)—<b>re-scheduled</b></li> </ul>
Wednesday, Sep 5 and Thursday, Sep 6— <b>COMPLETED</b>	1801 California Street 23 <sup>rd</sup> Floor, Executive Conference Room, Denver, CO	<ul style="list-style-type: none"> <li>• Interim Exception Process</li> <li>• Managed Changes—Existing (including Types of Change)—<b>re-scheduled</b></li> <li>• Prioritization—<b>re-scheduled</b></li> <li>• Exception Process—<b>re-scheduled</b></li> </ul>

Note: Agenda will include standing items—Review Core Team participation, Issue/Action Items, Review redlined document, Final Meeting Minutes from the previous session, and Set/Confirm agenda for the next working session. An half hour at the end of each meeting will be dedicated to the CLEC community to address their issues.

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**WORKING SESSIONS ALREADY HELD (continued)**

Dates/Time	Location	Element
Tuesday, Sep 18 and Thursday, Sep 20— <b>COMPLETED</b>	1801 California Street 23 <sup>rd</sup> Floor, Executive Conference Room, Denver, CO	<ul style="list-style-type: none"> <li>• Escalation and Dispute Resolution Process</li> <li>• Re-visit Introduction and Scope (<b>continuing on Oct 2</b>)</li> <li>• Managed Changes—Existing (including Types of Change)—<b>to be continued</b></li> <li>• Release Requirements (e.g., Initial, Walk-through, Comment Cycle, Final, Release Testing)—<b>re-scheduled due to agenda changes</b></li> <li>• Prioritization—<b>re-scheduled due to agenda changes</b></li> <li>• Exception Process—<b>re-scheduled due to agenda changes</b></li> </ul>
Tuesday, Oct 2 and Wednesday, Oct 3— <b>COMPLETED</b>	200 South 5th Street, 1 <sup>st</sup> Floor, Multi-purpose Room, Minneapolis, Minnesota and  1801 California Street 23 <sup>rd</sup> Floor, Executive Conf Rm. Denver, CO	<ul style="list-style-type: none"> <li>• <b>Qwest's 271 Status Report to CO PUC</b></li> <li>• <b>Introduction and Scope</b></li> <li>• <b>Change Request Initiation (continue on Oct 16)</b></li> <li>• <b>Changes to an Existing Interface (rescheduled)</b></li> </ul>

Note: Agenda will include standing items—Review Core Team participation, Issue/Action Items, Review redlined document, Final Meeting Minutes from the previous session, and Set/Confirm agenda for the next working session. An half hour at the end of each meeting will be dedicated to the CLEC community to address their issues.