

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

Revised—March 8, 2002

UPCOMING WORKING SESSIONS

Dates/Time	Location	Element
<p>NOTE: Additional day and change of hours</p> <p>DATE: Mon, Mar 18 and Tue, Mar 19 TIME: 9 am-5 pm MT</p> <p>Dial-In Number: 877.550.8686 Conference ID: 2213337</p>	<p>1801 California Street 23rd Floor, Executive Conference Rm. Denver, CO</p>	<ul style="list-style-type: none"> • Discuss and agree on concepts for remaining ATT Priority List items identified as longer discussion required and potential impasse issues (“1’s”) • Review and close on language for: <ul style="list-style-type: none"> • Method of Implementation for Regulatory Changes • OSS Interface CR Process • Prioritization • SCRP • Suspension of Implementation for disputed Product/Process issues • Discuss and agree on concepts for remaining ATT Priority List items identified as discussion required, but most likely not impasse issues (“0’s”)
<p>DATE: Tue, Apr 2, Wed, Apr 3 and Thurs, Apr 4 TIME: Noon-6 pm MT on Tue 9 am-5 pm MT on Wed, Thurs</p> <p>Dial-In Number: 877.550.8686 Conference ID: 2213337</p>	<p>NOTE: Conference room change</p> <p>1801 California Street 13th Floor, Room 2 Denver, CO</p>	<ul style="list-style-type: none"> • (to be determined)
<p>DATE: Tue, Apr 16 TIME: 10 am-6 pm MT</p> <p>Dial-In Number: 877.550.8686 Conference ID: 2213337</p>	<p>NOTE: Conference room change</p> <p>1801 California Street 13th Floor, Room 1 Denver, CO</p>	<ul style="list-style-type: none"> • (to be determined)

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. A half hour towards the end of each meeting will be dedicated to the CLEC community to address their issues, if needed.

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WORKING SESSIONS ALREADY HELD

Dates/Time	Location	Element
Thursday, July 11— COMPLETED	1801 California Street, Denver, CO	<ul style="list-style-type: none"> • Kickoff
Thursday, July 19— COMPLETED	1801 California Street Denver, CO	<ul style="list-style-type: none"> • Introduction • Scope • Administration—Managing the Change Management Process
Tuesday, August 7 and Wednesday, August 8— COMPLETED	1801 California Street Denver, CO	<ul style="list-style-type: none"> • Performance Measurements (informational) • Notification Process • Distribution List • Web Site • Tracking (e.g., CR and RN status definition, naming convention)
Tuesday, August 14 and Thursday, August 16— COMPLETED	1005 – 17 th Street Denver, CO	<ul style="list-style-type: none"> • Managed Changes—Existing (including Types of Change)—to be continued • Prioritization—re-scheduled • Exception Process (added by Qwest after 7/19 meeting)—re-scheduled
Wednesday, Sep 5 and Thursday, Sep 6— COMPLETED	1801 California Street Denver, CO	<ul style="list-style-type: none"> • Interim Exception Process • Managed Changes—Existing (including Types of Change)—re-scheduled • Prioritization—re-scheduled • Exception Process—re-scheduled
Tuesday, Sep 18 and Thursday, Sep 20— COMPLETED	1801 California Street Denver, CO	<ul style="list-style-type: none"> • Escalation and Dispute Resolution Process • Re-visit Introduction and Scope (continuing on Oct 2) • Managed Changes—Existing (including Types of Change)—to be continued • Release Requirements (e.g., Initial, Walk-through, Comment Cycle, Final, Release Testing)—re-scheduled due to agenda changes • Prioritization—re-scheduled due to agenda changes • Exception Process—re-scheduled due to agenda changes

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. A half hour towards the end of each meeting will be dedicated to the CLEC community to address their issues, if needed.

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WORKING SESSIONS ALREADY HELD (continued)

Dates/Time	Location	Element
Tuesday, Oct 2 and Wednesday, Oct 3— COMPLETED	200 South 5th Street, 1 st Floor, Multi-purpose Room, Minneapolis, Minnesota and 1801 California Street 23 rd Floor, Executive Conf Rm. Denver, CO	<ul style="list-style-type: none"> • Qwest’s 271 Status Report to CO PUC • Introduction and Scope • Change Request Initiation (continue on Oct 16) • Changes to an Existing Interface (rescheduled)
Tuesday, Oct 16— COMPLETED	1801 California Street Denver, CO	<ul style="list-style-type: none"> • Change Request Initiation (CLEC and Qwest) • Changes to an Existing Interface (to be continued) <ul style="list-style-type: none"> – Application-to-Application – Graphical User Interface • Prioritization of OSS Change Requests—rescheduled
Tuesday, Oct 30, Wednesday, Oct 31, and Thursday, Nov 1— COMPLETED	1801 California Street Denver, CO	<ul style="list-style-type: none"> • OSS Interface Change Request Initiation • Changes to an Existing Interface and Requirements Review (continue) <ul style="list-style-type: none"> – Application-to-Application – Graphical User Interface • Prioritization of OSS Change Requests (to be continued) • Introduction of a New Interface • Retirement of an Existing Interface • Interface Testing (rescheduled) • Production Support (rescheduled) • Training (rescheduled) • Re-visit the CMP Web Site section (rescheduled) • Managing the CMP (rescheduled) • Determine elements for Product and Process CMP discussions (future sessions)—rescheduled

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. A half hour towards the end of each meeting will be dedicated to the CLEC community to address their issues, if needed.

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Dates/Time	Location	Element
Tuesday, Nov 13— COMPLETED	1801 California Street Denver, CO	<ul style="list-style-type: none"> • Prioritization of OSS Change Requests (Regulatory and Industry Guideline Changes)—to continue • Interface Testing—to continue • Production Support—rescheduled • Re-visit Master Redlined Framework sections for outstanding action items (i.e., Proprietary Process, Good Faith, CMP Web Site)—rescheduled • Determine elements for Product and Process CMP discussions (future sessions)—rescheduled
Tuesday, Nov 27, Wednesday, Nov 28, and Thursday, Nov 29— COMPLETED	1801 California Street Denver, CO	<ul style="list-style-type: none"> • Prioritization of OSS Change Requests (Regulatory and Industry Guideline Changes)—to continue • Interface Testing • Production Support—to continue • Re-visit Master Redlined Framework sections for outstanding action items (i.e., Good Faith, CMP Web Site)—ongoing • Re-visit Qwest-initiated CR Process—to continue • Proprietary Process (CR and Comments/Questions)—to continue • Review Not CLEC Impacting Definitions—to continue • Review Issues/Action Items Log, ATT Issues, WCOM Issues and others as presented—rescheduled • Determine elements for Product and Process CMP discussions (future sessions)
Monday, Dec 10 and Tuesday, Dec 11— COMPLETED	1801 California Street Denver, CO	<ul style="list-style-type: none"> • Production Support • Interface Testing—to be continued • Review ATT and WCom Issues Lists

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. A half hour towards the end of each meeting will be dedicated to the CLEC community to address their issues, if needed.

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Dates/Time	Location	Element
Tuesday, Jan 22, Wednesday, Jan 23, and Thursday, Jan 24— COMPLETED	1801 California Street Denver, CO	<ul style="list-style-type: none"> • Discuss and develop guidelines for “What is not CLEC-impacting” for Product/Process—to be continued • Read-out on Interim Product/Process Change Process Implementation • Review History Change Log • Prioritization—to be continued • Review and discuss Core Team Gap Analyses to determine future session topics—to be continued • Issues/Action Items Log
Tuesday, Feb 5, Wednesday, Feb 6, and Thursday, Feb 7— COMPLETED	1801 California Street Denver, CO	<ul style="list-style-type: none"> • Review and discuss proposed language on the status of a Qwest-initiated Product/Process change when the escalation or dispute process has been invoked—to be continued • Gap/Issues discussion and closure: <ul style="list-style-type: none"> – Prioritization—to be continued – Interface Testing – Production Support – Scheduled Maintenance for OSS Interface – Technical Escalation Process
Tuesday, Feb 19— COMPLETED	1801 California Street Denver, CO	<ul style="list-style-type: none"> • Gap/Issues discussion and closure: <ul style="list-style-type: none"> – Regulatory Change – Prioritization (to be continued) – SCRP (to be continued) – OSS Interface CR Initiation Process (to be continued)
Tuesday, Mar 5, Wednesday, Mar 6, and Thursday, Mar 7— COMPLETED	1801 California Street Denver, CO	<ul style="list-style-type: none"> • Gap/Issues discussion and disposition • Consensus on Concepts: <ul style="list-style-type: none"> – Prioritization – SCRP – OSS Interface CR Initiation Process – Reasons to Deny a CR – Implementation Suspension during a dispute for Product/Process

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. A half hour towards the end of each meeting will be dedicated to the CLEC community to address their issues, if needed.