Qwest
Wholesale Program

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Author: Qwest Communications, Inc. (Qwest) – Information Technologies

Abstract: The Co-Provider Industry Change Management (CM) Process (CICMP) is an enhanced process for Co-Providers and Qwest to communicate Changes about Product, Process, and Operational Support Systems (OSS) interfaces. The CICMP includes regularly scheduled CM meetings, and the communications of changes to Product, Process, and OSS interfaces.

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EXECUTIVE SUMMARY

This document sets forth Qwest's Co-Provider Industry Change Management Process (CICMP). The CICMP consists of Qwest's change management process for implementing changes to Co-Provider Products, Processes, or OSS interfaces and Qwest's process for communicating these changes to Co-Providers.

The CICMP key elements are:

- Qwest Co-Provider single point of contact responsible for managing changes
- Co-Provider Industry Team representing Co-Providers and Qwest
- Regularly scheduled Co-Provider Industry Team Meetings (i.e., forums) for discussing Co-Provider changes
- Regularly scheduled Co-Providers review and prioritization of changes
- Standard release lifecycle phases for introducing and monitoring changes
- Consistent documentation and tracking of changes and change notifications
- Reasonable communication intervals

The CICMP is a process for Co-Providers and Qwest to consistently communicate Product, Process, and OSS interface changes.

I INTRODUCTION

I.I Description

The CICMP[1] facilitates communications between Co-Providers and Qwest to identify, discuss, and monitor new functionality, enhancements to existing functionality, required code maintenance, and any other changes which are being considered for any Product, Process, and OSS interfaces that may inpact Co-Providers. Also, the CICMP will facilitate communications concerning release notifications regarding a new release, certification/re-certification testing, and production maintenance.

The following type of Co-Providers may participate in the CICMP:

- Competitive Local Exchange Carriers (CLECs)
- Resellers
- Interexchange Carriers
- Payphone Service Providers[2]
- Wireless Carriers[3]

I.II Scope of Document

CICMP includes CRs and RNs for product, process and OSS changes. The following table identifies valid Qwest product and process categories and OSS interfaces.

OSS Interfaces
Customer Terminal Access System (CTAS)
Exchange Access, Control, & Tracking (EXACT)
Held, Escalated, & Expedited Tool (HEET)
Interconnect Mediated Access (IMA) Electronic Data Interexchange (EDI)
IMA Graphical User Interface (GUI)
Mediated Access System (MEDIACC)
Product Database for Co-Providers
TELecommunications Information System (TELIS)
Wholesale Billing Interfaces – IABS and CRIS Summary Bill Outputs and Loss and Completion Records

[1] The CICMP will serve as the default process if the contractual agreements between Qwest and each Co-Provider do not specify change control procedures or if further definition is required.
[2] and [3] For those Co-Providers who order wholesale products out of a wholesale category.

Product Categories
LIS/Interconnection
Collocation
Unbundled Network Elements (UNE)
Ancillary
Resale Products and Services
Process Categories
Pre Ordering
Ordering
Billing
Repair

I.III Objectives

The CICMP has four major objectives:

- Provide a forum for Co-Providers and Qwest to discuss CRs, RNs, systems release life cycles, and communications
- Provide a forum for Co-Providers as an industry to discuss and prioritize their CRs
- Develop a mechanism to track and monitor Co-Provider CRs and Qwest RNs
- Establish communication intervals where appropriate in the process

The following sections further describe the principle parties, process description, release lifecycles, and terms and definitions which support the CICMP four major objectives.

II PRINCIPAL PARTIES

The principal parties of the CICMP are Qwest, current Co-Providers utilizing Product, Process, and OSS interfaces, and Co-Providers who are in the process of implementing an OSS interface. The latter Co-Providers must have executed an implementation agreement (e.g., Joint Implementation Agreement) with a commitment to its project work plan schedule.

The principal parties will designate one or several representatives for the following three major roles.

II.I Major Roles and Responsibilities

The following table describes three major roles and responsibilities for specific individuals and/or groups.

Role	Responsibility
Co-Provider	➢ Establish a single point of contact and alternate to manage CRs ➢ Participate in Co-Provider Industry Team Meetings (i.e., regularly scheduled change management meetings with Co-Providers and Qwest representatives) ➢ Designate a single representative for these meetings[4] ➢ Present new CRs ➢ Participate in prioritization of Co-Provider CRs ➢ Discuss Qwest RNs
Qwest Support Groups	➢ Represent Wholesale Product, Process, Information Technology (IT), and Regulatory ➢ Coordinate and complete Product, Process timelines and OSS interface release management ➢ Designate Product, Process, and OSS interface representatives to manage Qwest RNs ➢ Participate in Co-Provider Industry Team Meetings ➢ Present Qwest RNs ➢ Discuss Co-Provider CRs
Qwest CICMP Manager	➢ Act as single point of contact for Co-Provider CRs and Qwest RNs ➢ Administer the CICMP process ➢ Prepare for and facilitate Co-Provider Industry Team Meetings ➢ Participate in Qwest OSS Interface release meetings (Systems) ➢ Participate in Qwest Product and Process change notification

For additional details on responsibilities please see the next section which further describes the CICMP.

III PROCESS DESCRIPTION

The CICMP will improve and facilitate communications between Co-Providers and Qwest by supporting:

- Co-Provider Single Point of Contact (i.e., Qwest CICMP Manager) who will advocate, monitor, and track Co-Provider CRs, monitor and track Qwest RNs, and prepare for and facilitate Co-Provider Industry Team meetings
- Co-Provider Industry Team Regularly Scheduled Meetings for:
  - Co-Providers to prioritize their CRs
  - Qwest to communicate recent RNs

[4] Other Co-Provider representatives may attend the Co-Provider Industry Team Meetings. A single designated Co-Provider representative will present new CRs and participate in prioritization of Co-Provider CRs.

- Co-Providers and Qwest to communicate and discuss Product, Process, and OSS interface changes and release lifecycles
- Consistent documentation and tracking of CRs and RNs

The CICMP was based on several process design elements in the following section.

III.I Process Design Elements

The following process design elements provide the baseline for the CICMP:

- QWEST will provide a Co-Provider single point of contact.
- Each Co-Provider will establish a single point of contact for CR creation and management.
- Each Co-Provider will designate a single representative to present new Co-Provider CRs and participate in the prioritization of Co-Provider CRs at regularly scheduled CM meetings.
- All CRs and RNs will be made in writing. Separate standard forms will be utilized for CRs and RNs.
- QWEST will assign a Co-Provider CR tracking number.
- QWEST will assign a RN tracking number.
- Two sub-processes will be designed to log and validate Co-Provider CRs and Qwest RNs.
- Time duration is in business days unless otherwise indicated.
- Co-Providers will meet regularly to review and prioritize their CRs as an industry.
- Qwest and Co-Providers will meet regularly to discuss Co-Provider CRs and QWEST RNs.
- Co-Provider CRs are for future enhancements and upgrades to Qwest Product, Process, and OSS interfaces
- There are three major roles: Co-Provider, Qwest Support Groups, and Qwest CICMP Managers.
- Release lifecycle duration varies based upon the OSS interface (Systems).
- Product or Process notification lifecycle varies based upon a specific Product or Process.
- Co-Providers accessing IMA EDI and MEDIACC will follow jointly developed implementation project work plans for interoperability and certification testing for a selected release, which is supported by Qwest. These project work plans are not outlined in this process (e.g., timing and testing plans.)
- Co-Provider CRs may be escalated as stated in the CICMP – Escalation Document. The URL to this document is http://www.uswest.com/carrier/bulletins/whatiscicmp.html
- Qwest RN sub-process was enhanced and incorporated the CICMP – Qwest RN Enhancement document. The URL to this document is http://www.uswest.com/carrier/bulletins/whatiscicmp.html
- Non IMA EDI users may submit an IMA EDI-specific CR for Co-Provider Industry Team review/prioritization. Only current IMA EDI users and those with an agreed upon project work plan may prioritize Co-Provider CRs.
- IMA GUI users may receive IMA EDI Draft Developer Work Sheets upon Qwest receipt of a subscriber letter. This letter shall indicate that the Co-Provider has an interest and possesses

the technical background required to interpret the materials being requested for a specific release. (See Attachment A – Sample – Co-Provider Subscriber Letter to Qwest for IMA EDI Draft Developer Worksheets.)

- Co-Providers may submit to the CICMP Manager a proprietary CR for logging and the CICMP Manager will forward it to a Qwest Wholesale Account Manager. The CR will receive a status of "closed" and will not be worked through the CICMP.
- Qwest will provide T-shirt Sizes (e.g., Level of Effort) and Options at the industry team meeting for Co-Provider CRs which were submitted to the appropriate Qwest CICMP Manager by the 2nd Wednesday of the month and which did not require further clarification.

III.II Sub Processes

The CICMP has numerous Co-Provider, Qwest, and Qwest CICMP Manager only or joint activities, which are grouped into the following six sub processes:

- **1.0 Create Co-Provider Change Request** – Activities involve the creation, submission, validation, and clarification of a new Co-Provider CR to be presented at the Co-Provider Industry Meeting.

- **2.0 Evaluate Co-Provider CRs and Review Qwest RNs** – Activities involve preparing and conducting the Co-Provider Industry meeting. The meeting provides a collaborative environment for Co-Providers and Qwest Support Group representatives to discuss Co-Provider CRs statuses and RNs..

- **3.0 Manage Release Candidates** – Activities involve the Qwest Support Group representatives reviewing, evaluating, and selecting change requests for an OSS interface release (i.e., release candidates) and management of release candidates during a release lifecycle.

- **4.0 Create Qwest Release Notification** – Activities involve Qwest Support Group representatives completing a RN Form which identifies the communication event which has taken place between Qwest and the Co-Provider Industry. This form is submitted to and validated by the Qwest CICMP Manager for tracking and reporting to the Co-Provider Industry Team.

- **5.0 Manage Documentation** – Activities involve the creation and improvement of documents including logs, forms, and process descriptions. These activities are the responsibility of the Qwest CICMP Manager.

- **6.0 Maintain CR and RN Tracking Databases** – Activities involve the maintenance of CR and RN tracking databases to support the CICMP process. These activities are the

responsibility of the Qwest CICMP Manager.

Each sub process has a series of activities, which are primarily the responsibility of one or more of the roles described in Section II.I Major Roles and Responsibilities. The following graph outlines at a high-level the CICMP sub processes and associated activities by roles.

Co-Provider	Qwest CICMP Manager	Qwest Support Groups
1.0 Create Co-Provider Change Request		
1.1 Identify release enhancement/upgrade		
1.2 Create/Submit Co-Provider CR		
	1.3 Log Co-Provider CR	
	1.4 Validate Co-Provider CR	
1.5 Clarify Co-Provider CR		
2.0 Evaluate Co-Provider CRs and Qwest RNs		
	2.1 Prepare for Co-Provider Industry Team Meeting	
	2.2 Distribute Co-Provider Industry Team Meeting Distribution Package	
2.3 Conduct Co-Provider Industry Team Meeting	2.3 Conduct Co-Provider Industry Team Meeting	2.3 Conduct Co-Provider Industry Team Meeting
	2.4 Manage results from Co-Provider Industry Team Meeting	
	2.5 Distribute Issues/Actions log	
3.0 Manage Release Candidates		
	3.1 Submit/Update Co-Provider CRs for Release Candidate Review	
		3.2 Conduct Qwest Release Review Meetings
3.3 Refine Co-Provider Release Baseline Candidates	3.3 Refine Co-Provider Release Baseline Candidates	3.3 Refine Co-Provider Release Baseline Candidates
	4.0 Create Qwest Release Notification	
		4.1 Create/Submit Qwest RN Form
	4.2 Log Qwest RN	
	4.3 Validate Qwest RN	
		4.4 Clarify Qwest RN
	5.0 Manage Documentation	
	5.1 Create/Update documents	

Co-Provider	Qwest CICMP Manager	Qwest Support Groups
	5.2 Distribute updated documents	
	6.0 Maintain CR and RN Tracking Databases	
	6.1 Maintain CR Database 6.2 Maintain RN Database	

The remainder of this section provides detailed information for each activity within a sub process.

III.III 1.0 Create Co-Provider Change Request

Activities involve the creation, submission, validation, and acceptance of a new Co-Provider CR to be presented at the Co-Provider Industry Meeting.

The following tables list each activity in this sub process including its name, description, input(s), output(s), responsibility, and interval.

Activity Name	**1.1 Identify release enhancement /upgrade**
Description	Co-Provider internal activity to identify release enhancement/upgrade and providing information to their single point of contact for creation of a Co-Provider CR.
Input(s)	Suggestions for new or improved Product, Process, or OSS interface functionality
Output(s)	Co-Provider internal request to create a new Co-Provider CR (See Attachment B – Co-Provider Change Request)
Responsibility	Co-Provider representatives and Co-Provider single point of contact to Qwest
Interval	Co-Provider determined

Activity	**1.2 Create/Submit Co-Provider CR**
Description	Co-Provider single point of contact creates a Co-Provider CR and submits it to the Qwest CICMP Manager for logging and validation.
Input(s)	Co-Provider internal request to create a new Co-Provider CR.
Output(s)	Co-Provider CR
Responsibility	Co-Provider
Interval	The Co-Provider should submit a Co-Provider CR in a timely manner for

Activity	**1.2 Create/Submit Co-Provider CR**
	logging and validation. If the Co-Provider would like it to receive a T-shirt Size and Option Description at the next Co-Provider Industry Team meeting, then the CR must be submitted by the 1st of that month.

Activity	**1.3 Log Co-Provider CR**
Description	The Qwest CICMP Manager logs the Co-Provider CR in the Co-Provider CR Log and assigns a Co-Provider CR# for tracking and status reporting. The status of the CR is "New – To be validated". The Qwest CICMP Manager notifies the Co-Provider single point of contact and provides the Co-Provide CR number.
Input(s)	➢ Co-Provider CR ➢ Co-Provider CR Log and Tracking Numbers
Output(s)	➢ Co-Provider CR, tracking number, and status of "New – To be validated" ➢ Co-Provider CR Log Updated ➢ Co-Provider Notice of CR tracking number and status
Responsibility	Qwest CICMP Manager
Interval	2 days to log and notify the Co-Provider of CR tracking number and status

Activity	**1.4 Validate Co-Provider CR**
Description	**1.4.1** The Qwest CICMP Manager reviews the Co-Provider CR form for completeness (i.e., fields are complete.) If the Co-Provider CR is complete, its status is updated to "New – To be industry evaluated". If the Co-Provider CR is not complete, its status is updated to "New – To be clarified", clarification request is sent to the Co-Provider. **1.4.2** The Qwest CICMP Manager reviews a Co-Provider CR clarification response. If the Co-Provider clarification response is complete, its status is updated to "New – To be industry evaluated". If the Co-Provider CR is not complete, its status remains as "New – To be clarified", a clarification request is sent to the Co-Provider.
Input(s)	➢ Co-Provider CR with a status of "New – To be validated" ➢ Co-Provider clarification response for a Co-Provider CR

Output(s)	➢ Co-Provider clarification request
	➢ Co-Provider CR status is changed to one of the following:
	  ➢ "New – To be industry evaluated"
	  ➢ "New – To be clarified"
	  ➢ "Cancelled – Clarification not completed" (i.e., Co-Provider status remained in "New – To be clarified" status for 60 days.)
	  ➢ "Cancelled – Co-Provider"

Responsibility	Qwest CICMP Manager

Activity	1.4 Validate Co-Provider CR
Interval	➢ Co-Provider CR status update to Co-Provider for "New – To be industry evaluated" 2 business days ➢ Co-Provider CR status update and clarification request to Co-Provider for "New – To be clarified" 2 business days ➢ Co-Provider CR status update to Co-Provider for "Cancelled – Clarification not completed" 2 days after the 60 days a Co-Provider CR remained in "New – To be clarified" status ➢ Co-Provider CR status update to Co-Provider for "Cancelled – Co-Provider Requested" upon Co-Provider request to cancel CR.

Activity	1.5 Clarify Co-Provider CR
Description	The Co-Provider is responding to a clarification request during 1.4 Validate CR form and 2.3 Conduct Co-Provider Industry Team Meeting
Input(s)	Clarification request
Output(s)	Clarification response for a Co-Provider CR
Responsibility	Co-Provider
Interval	Clarified Co-Provider CR should be completed in a timely manner for logging and validation by the Qwest CICMP Manager if the Co-Provider would like it to receive a T-Shirt Size and Option Description at the next CICMP meeting. It is suggested the clarified Co-Provider CR be submitted no later than the 2nd Wednesday of the month to receive a T-Shirt Size and Option Description at the next CICMP meeting.

III.IV 2.0 Evaluate Co-Provider CRs and Review Qwest RNs

Activities involve preparing and conducting the Co-Provider Industry meeting. The meeting provides a collaborative environment for Co-Providers and Qwest Support Group representatives to discuss Co-Provider CRs statuses and RNs. Also, during a regularly scheduled Co-Provider Industry Team meeting, the Co-Providers will review new and existing CRs and prioritize/reprioritize their CRs as appropriate.

The following tables list each activity in this sub process including its name, description, input(s), output(s), responsibility, and interval.

Activity	2.1 Prepare for Co-Provider Industry Team Meeting
Description	The Qwest CICMP Manager prepares the team meeting distribution package for the Co-Provider Industry Team.
Input(s)	➢ Agenda template ➢ Co-Provider Industry Team Meeting Issues Log ➢ Co-Provider CRs "New – To be evaluated" ➢ Co-Provider CR Status Report

Activity	**2.1 Prepare for Co-Provider Industry Team Meeting**
	➢ Co-Provider CR T-shirt Size (e.g., Level of Effort) and Options provided by Qwest ➢ Qwest RNs Log Report ➢ Projected 12 month meeting schedule ➢ Co-Provider Industry Team Distribution List
Output(s)	➢ Co-Provider Industry Team Monthly Meeting Distribution Package
Responsibility	Qwest CICMP Manager
Interval	10 business days dependent on the timing of monthly meetings.

Activity	**2.2 Distribute Co-Provider Industry Team Meeting Distribution Package**
Description	The Qwest CICMP Manager will distribute the Co-Provider Industry Team Monthly Meeting Distribution Package to the Co-Provider Industry Team.
Input(s)	➢ Co-Provider Industry Team Monthly Meeting Distribution Package ➢ Co-Provider Industry Team Member Listing
Output(s)	➢ Distributed Co-Provider Industry Team Monthly Meeting Distribution Package
Responsibility	Qwest CICMP Manager
Interval	5 days prior to the next scheduled Team meeting

Activity	**2.3 Conduct Co-Provider Industry Team Meeting**
Description	The Co-Provider Industry Team meets to discuss Co-Provider CRs and Qwest RNs and address issues/action items. **2.3.1 Present New CRs –** A Co-Provider presents their new CR for Co-Provider Industry Review and clarification. If additional clarification is required by the Co-Provider after the meeting, the new CR will receive a status of "New – To be clarified". If additional clarification is not required, the New CR will receive a status of "Evaluated – To be reviewed" **2.3.2 Discuss Co-Provider CRs** – The Qwest CICMP Manager provides a status update of existing Co-Provider CRs for discussion. **2.3.3 Review Qwest Co-Provider CRs T-Shirt Size and Options** – Qwest will discuss the T-Shirt Size (e.g., Level of Effort) and Options for Co-Provider CRs submitted to the appropriate Qwest CICMP Manager by the 2nd Wednesday of the month and which did not require further clarification **2.3.4 Review Qwest RNs List –** The Qwest CICMP Manager provides a status of recent Qwest RNs for discussion **2.3.5 Review Meeting Issues/Action Log and Schedule** -- The team reviews the status of issues and action items. Also, the team reviews/adjusts the monthly schedule as appropriate to reflect the next 12 months.

Activity	**2.3 Conduct Co-Provider Industry Team Meeting**
Input(s)	➢ Co-Provider Industry Team Monthly Meeting Distribution Package
Output(s)	➢ Co-Provider CR status updates ➢ "Evaluated – to be reviewed". These CRs have been evaluated and prioritized by the Co-Provider Industry Team for Qwest release review ➢ "New – to be clarified". These CRs require additional clarification by the Co-Provider ➢ "Cancelled – Co-Provider Industry. These CRs were evaluated by the Co-Provider Industry and were cancelled. ➢ Updated Issues/Actions Log ➢ Updated projected 12 month meeting schedule
Responsibility	➢ Qwest CICMP Manager ➢ Co-Provider Industry Team
Interval	A 4 hour monthly meeting.

Activity	**2.4 Manage results from Co-Provider Industry Team Meeting**
Description	The Qwest CICMP Manager updates the appropriate documentation (i.e., forms, logs, schedules, etc.) based on the results from conducting the latest monthly meeting.
Input(s)	➢ Co-Provider CR status updates ➢ "Evaluated – to be reviewed". These CRs have been evaluated and prioritized by the Co-Provider Industry Team for Qwest release review ➢ "New – to be clarified". These CRs require additional clarification by the Co-Provider ➢ "Cancelled – Co-Provider Industry. These CRs were evaluated by the Co-Provider Industry and were cancelled. ➢ ➢ Updated Issues/Actions Log ➢ Updated projected 12 month meeting schedule
Output(s)	Updated Co-Providers CRs, Qwest RNs, Issues/Actions Log, and monthly meeting schedule
Responsibility	Qwest CICMP Manager
Interval	5 days after completing a Team monthly meeting

Activity	**2.5 Distribute Issues Log**
Description	The Qwest CICMP Manager distributes to the Co-Provider Industry Team the recent monthly meeting issues log.
Input(s)	➢ Updated Issues/Actions Log ➢ Co-Provider Industry Team List
Output(s)	Distributed Issues/Actions Log
Responsibility	Qwest CICMP Manager

Activity	**2.5 Distribute Issues Log**
Interval	5 days after completing a team monthly meeting the draft issues/actions log will be distributed to the Co-Provider Industry Team for review/comments/changes. A final issues/action log will be distributed to the Co-Provider Industry Team prior to the next meeting.

III.V 3.0 Manage Release Candidates

Activities involve the Qwest Support Group representatives reviewing, evaluating, and selecting change requests for a Product, Process, or OSS interface release (i.e., release candidates) and management of release candidates during a release lifecycle.

The following tables list each activity in this sub process including its name, description, input(s), output(s), responsibility, and interval.

Activity	**3.1 Submit/Update Co-Provider CRs for Release Candidate Review**
Description	The Qwest CICMP Manager completes required internal change management processing for new and reprioritized Co-Provider CRs to be reviewed by Qwest Support Groups.
Input(s)	New Co-Provider CRs with a status of: ➢ "Evaluated – to be reviewed". These CRs have been evaluated and prioritized by the Co-Provider Industry Team Existing Co-Provider CRs with a updated prioritization level and/or number
Output(s)	Qwest internal change management documentation
Responsibility	Qwest CICMP Manager
Interval	3 business days following a Co-Provider Industry Team meeting.

Activity	**3.2 Conduct Qwest OSS Interfaces Release Review Meetings**
Description	These regularly scheduled meetings provide an opportunity for Qwest Support Groups to meet, discuss, prioritize, and select CRs for and during a release life cycle. (Please see Section IV. Release Lifecycles for additional information.) **3.2.1 Select CRs for an OSS Release Baseline**. Qwest Support Groups including the Qwest CICMP Manager present and discuss their prioritized CRs list which have been collected during the initiate phase of a release lifecycle. At the end of this phase, a short list of CRs (i.e., release baseline candidates) are selected to enter the next release life cycle phase of Development. The reasons for selecting a CR as a release baseline candidate may include priority level, cost/benefit analysis, resource commitments, time constraints, industry direction and Qwest direction. **3.2.2 Determine OSS Release Baseline Adjustments**. Qwest Support

Activity	**3.2 Conduct Qwest OSS Interfaces Release Review Meetings**
	Groups and Qwest CICMP Manager meet regularly during the Development phase of a release lifecycle to determine if adjustments (i.e. adding and/or removing CRs) are required to the release baseline candidates. The possible reasons for adjusting a release baseline candidate may include at a minimum priority level, cost/benefit, resource commitments, time constraints, industry direction and/or Qwest direction.
Input(s)	➢ Qwest internal change management documentation ➢ Prioritized Co-Provider CR OSS Interface Release Lists
Output(s)	➢ Co-Provider CR status update ➢ "Reviewed – Release Baseline Candidate" CR has been selected as baseline CR (i.e., candidate). Note: as additional information is gathered during the Development release lifecycle phases the CR may be removed from the release baseline. ➢ "Reviewed – Under consideration" ➢ CR has not been selected as a release baseline CR (i.e., candidate); however, it will continue to remain in the Co-Provider CR prioritized list and be reviewed during regularly scheduled review meetings ➢ CR was removed from a release baseline as additional information was gathered during the Development release lifecycle phase. Possible reason(s) may include at a minimum priority level, cost/benefit, resource commitments, time constraints, industry direction, and/or Qwest direction. ➢ Co-Provider notification of Co-Provider CR status update
Responsibility	➢ Qwest Support Groups ➢ Qwest CICMP Manager
Interval	OSS Interface release review meetings varies based on the OSS interface and may occur weekly, biweekly, or monthly. If a Co-Provider CR status changes to/from "Reviewed – Release Baseline Candidate"/"Reviewed – Under Consideration", the Qwest CICMP Manager will notify the Co-Provider within 2 days.

Activity	**3.3 Refine Co-Provider OSS Release Baseline Candidates**
Description	Meetings to discuss and further refine a Co-Provider CR which has been selected as a release baseline candidate may occur as required.
Input(s)	➢ Co-Provider CR with a status of "Reviewed – Release Baseline Candidate" ➢ Meeting agenda, participants, itinerary, etc.
Output(s)	➢ Co-Provider CR with a status of "Reviewed – Release Baseline Candidate"

Activity	**3.3 Refine Co-Provider OSS Release Baseline Candidates**
	➢ Meeting issues/action items
Responsibility	➢ Qwest CICMP Manager ➢ Co-Provider ➢ Qwest Support Groups (e.g., OSS interface release team)
Interval	Varies based on the timing and level of CR refinement. Qwest Support Groups and Co-Provider will determine appropriate response timing for communications.

III.VI 4.0 Create Qwest Release Notification

Activities involve Qwest Support Group representatives completing a RN Form, which identifies the communication event which has taken place between Qwest and the Co-Provider Industry. This form is submitted to and validated by the Qwest CICMP Manager for tracking and reporting to the Co-Provider Industry Team.

The following tables list each activity in this sub process including its name, description, input(s), output(s), responsibility, and interval.

Activity	**4.1 Create/Submit Qwest RN Form**
Description	The Qwest Support Groups will complete a Qwest RN form (see Attachment C – Qwest RN Instructions) The form will be submitted to the Qwest CICMP Manager for recording of the event.
Input(s)	Communication event
Output(s)	Qwest RN Form
Responsibility	Qwest Support Groups
Interval	2 days after completion of the communication event

Activity	**4.2 Log Qwest RN Form**
Description	The Qwest CICMP Manager logs the Qwest RN Form and provides a status of "New – to be validated" and informs the Qwest communicator of it status.
Input(s)	➢ Qwest RN Form ➢ Qwest RN Log
Output(s)	➢ Qwest RN Form with the following status of "New – To be validated"
Responsibility	Qwest CICMP Manager
Interval	2 days after receipt of the Qwest RN Form

Activity	**4.3 Validate Qwest RN**
Description	**4.3.1** The CICMP Manager reviews the Qwest RN for completeness (e.g., fields are completed).. If the Qwest RN is complete, the RN receives

Activity	**4.3 Validate Qwest RN**
	"New – to be industry reviewed" and a status update is sent to the Qwest Support Group. If the Qwest RN is incomplete, the RN received "New – to be clarified" and status update is sent to the Qwest Support Group. **4.3.2** The CICMP Manager reviews the Qwest clarification response for a Qwest RN. If the Qwest clarification response is complete, the RN receives "New – to be industry reviewed and a status update is sent to the Qwest Support Group. If a Qwest RN is not clarified, the RN receives a status of "New – To be clarified" and a clarification request is sent to the Qwest Communicator.
Input(s)	➢ Qwest RN with a status of "New – To be validated" ➢ Qwest RN clarification response for a RN
Output(s)	➢ QWEST RN clarification request ➢ Qwest RN status is changed to one of the following: ➢ "New – To be industry reviewed" ➢ "New – To be clarified'
Responsibility	Qwest CICMP Manager
Interval	➢ Qwest RN status update to Qwest Support Group "New – To be industry reviewed" 2 business days ➢ Qwest RN status update and clarification request Qwest Support Group clarified" 2 business days

Activity	**4.4 Clarify Qwest RN**
Description	The Qwest Support Groups are responding to a clarification request by the Qwest CICMP Manager during 4.3 Validate Qwest RN
Input(s)	Qwest clarification request
Output(s)	Clarification response to Qwest RN
Responsibility	Qwest Support Groups
Interval	Clarification response to Qwest RN should be completed in a timely manner for logging and validation by the Qwest CICMP Manager for distribution at the next Co-Provider Industry Team meeting. It is suggested the clarification response to the Qwest RN be submitted no later than 1st of the month prior to an industry team meeting

III.VII 5.0 Manage Documentation

Activities involve the creation and improvement of documents including logs, forms, instructions, and process descriptions. These activities are the responsibility of the Qwest CICMP Manager.

The following tables list each activity in this sub process including its name, description, input(s), output(s), responsibility, and interval.

Activity	**5.1 Create/Update Documents**
Description	The Qwest CICMP Manager creates and updates existing documentation for the CICMP. This documentation includes templates and documented processes.
Input(s)	➢ CR Form Template ➢ CR Status Report Template ➢ RN Form Template ➢ RN Status Report Template ➢ Co-Provider Industry Team Monthly Meeting Schedule Template ➢ Co-Provider Industry Issues/Actions Log Template ➢ Co-Provider Industry Team Meeting Agenda Template ➢ CICMP Document
Output(s)	Updates to one or more of the following: ➢ CR Form Template ➢ CR Status Report Template ➢ RN Form Template ➢ RN Status Report Template ➢ Co-Provider Industry Team Monthly Meeting Schedule Template ➢ Co-Provider Industry Issues/Actions Log Template ➢ Co-Provider Industry Team Meeting Agenda Template ➢ CICMP Document
Responsibility	Qwest CICMP Manager
Interval	As required

Activity	**5.2 Distribute Updated Documents**
Description	The Qwest CICMP Manager notifies the Co-Providers and Qwest Support Groups that a template and/or the CICMP document has been updated. If required, the updated templates and/or CICMP document will be distributed as appropriate.
Input(s)	➢ Changes to templates ➢ Changes to CICMP document
Output(s)	➢ Notification to Co-Providers and Qwest Support Groups regarding templates and/or CICMP documentation updates ➢ Updated templates and/or CICMP documents
Responsibility	Qwest CICMP Manager

Activity	**5.2 Distribute Updated Documents**
Interval	Timing and intervals are based on the complexity of changes to template(s) and/or CICMP documents. Five business days prior to the completion of updates, notification of changes to templates and/or CICMP document to Co-Providers and Qwest Support Groups will occur.

III.VIII 6.0 Maintain CR and RN Tracking Databases

Activities involve the maintenance of CR and RN tracking databases to support the CICMP process. These activities are the responsibility of the Qwest CICMP Manager.

The following tables list each activity in this sub process including its name, description, input(s), output(s), responsibility, and interval.

Activity	**6.1 Maintain CR Database**
Description	The Qwest CICMP Manager maintains the CR tracking database. For example, a change to the CR form will generate a change to the CR tracking database which contains the CR electronic form and status reporting mechanism
Input(s)	Co-Provider CR Tracking System
Output(s)	Updates to the Co-Provider CR Tracking System
Responsibility	Qwest CICMP Manager
Interval	As maintenance is required.

Activity	**6.2 Maintain RN Database**
Description	The Qwest CICMP Manager maintains the RN Tracking database. For example, a change to the RN form will generate a change to the RN tracking database which contains the RN electronic form and status reporting mechanism
Input(s)	Qwest RN Tracking System
Output(s)	Updates to Qwest RN Tracking System
Responsibility	Qwest CICMP Manager
Interval	As maintenance is required.

Timing and communication of Systems impacting CRs and RNs are based on an OSS release life cycle. Qwest follows a standard software release lifecycle, which is described in the following sections.

IV RELEASE LIFECYCLES

IV.I Four Phases

Qwest OSS release life cycle is the succession of four major phases of work performed to prepare, implement, deploy, support, and retire an OSS interface. The following table describes the four major phases in a release life cycle.

Phase	Description
Initiate	During this phase Co-Providers and QWEST Support Groups submit prioritized lists of CRs for logging and validation (e.g., completeness of CR form). Clarification activities to validate a CR may occur between the submitting group and the OSS interface CM manager. As new requests are generated during this process the submitting group may reprioritize its list and request the CM to update its CRs priority statuses. At the end of this phase, during the Qwest OSS Interface Stakeholders Meeting a short list of validated CRs are selected as the release baseline and are referred to as "candidates". Also during this phase the following activities occur: ➢ **Define Activities** -- The high-level business requirements, systems requirements, and Level of Effort for a release are further refined. For example, system functions are derived from user scenarios, performance and security constraints are identified for mitigation, and data requirements are identified. A project plan (milestones, schedule estimates, risks, contingencies, resource/cost estimates, etc.) is recommended. ➢ **Design Activities** – The architecture (system context diagram, data design, analysis of requirements satisfaction, software services/technologies accepted, mapping of components to hardware, etc.) is analyzed to meet the project plan baseline requirements.
Develop	During this phase the following activities occur to prepare a release for deployment: ➢ **Build Activities** -- The code is baselined and delivered to system test and a system test plan (system test cases, costs, and schedule, test environment, test data, etc.) is completed. ➢ **Test Activities** – The system is tested as meeting system test

Phase	Description
	requirements, certification is completed on the product's readiness for production, and pre-final product documentation is reviewed and baselined.
Deploy	During this phase representatives from the business and operations review and agree the system is ready for full deployment. The decision is made by authorized representatives from the Qwest Support Groups to deploy the release. The release is deployed and production support initiated and conducted.
Retire	During this phase a release continues to be supported while being prepared for retirement (i.e., out of production.) A project plan is created which provides activities, milestones, and checkpoints for the interface release team to complete release retirement. The decision is made by authorized representatives from the Qwest Support Groups to retire a release. The release is retired.

IV.II OSS Interface Release Strategy

Each OSS interface has its own release strategy. A release strategy would include the projected number of releases for a 12 month period which is influenced by the complexity of each release and the number of releases supported at a given time. At a minimum, cost/benefit analysis, resource commitments, time constraints, industry direction and Qwest direction determine release strategies.

Discussion and updates of the OSS interfaces release strategies will be provided by Qwest Support Groups and discussed at the Co-Provider Industry Team Meetings.

V TERMS AND DEFINITIONS

Term	Definition
Certification/ Recertification Notification	Includes communications regarding upcoming release of draft business requirements in preparation for testing, technical support for the Co-Provider system development, changes to the implementation plan for certification/recertification activities.
Change Request	Referred to as a CR, this serves as a vehicle to document proposed changes to a Product, Process, or OSS interface release
Co-Provider	Current Co-Provider Product, Process, or OSS interface systems users, and Co-Providers who are in the process of implementing an OSS interface. The later Co-Providers have an executed implementation agreement (e.g., Joint Implementation Agreement)

Term	Definition
	with a commitment to its project work plan schedule.
New Release Notification	Includes Qwest communications regarding disclosure document, release notes, implementation dates, training schedule, etc. (See Attachment D for the Release Documentation Distribution Schedule)
Production Maintenance Notification	Includes communications regarding planned and unplanned production maintenance activities, which may include system unavailability time.
Release Baseline Candidates	The initial set of enhancements, upgrades, and required code maintenance which makes up an initial release scope. During a release life cycle changes to the release baseline may include adding or removing release candidates (i.e., CRs.)
Release Notification	Notifications to Co-Providers of Product, Process, or OSS interface release communication events. The types of notices are new release, certification/re-certification, and production maintenance notifications.

ATTACHMENT A – SAMPLE – CO-PROVIDER SUBSCRIBER LETTER TO QWEST FOR IMA EDI DRAFT DEVELOPER WORKSHEETS

Submission to:

A) Email to rstarr@uswest.com
Or
B) Mail to Rick Starr, IMA EDI Lead Project Manager, Qwest Communications, Inc., 1999 Broadway, 9th Floor, Denver, Colorado, 80206

Subject: IMA [X.X] Release EDI Draft Developer Worksheets – Subscriber Request

Content:

[Co-Provider Name] is a current graphical interface user of the Qwest Interconnect Mediated Access (IMA) Operational Support System (OSS) Interface. [Co-Provider Name] is interested in implementing an Electronic Data Interexchange (EDI) to the Qwest IMA OSS interface and is requesting receipt of the EDI Draft Developer Worksheets for its upcoming IMA [X.X] Release.

[Co-Provider Name] possesses the technical background required to interpret these worksheets. Upon a mutually agreed upon project work plan with Qwest and [Co-Provider Name], Qwest will provide technical support to assist [Co-Provider Name] in implementing IMA EDI.

Please forward the Draft Developer Worksheets to me at my email address [name@co-provider.com] or mailing address [Name, Co-Provider, Street, City, State, and Zip].

Sincerely,

[Co-Provider]

ATTACHMENT B – CO-PROVIDER CHANGE REQUEST INSTRUCTIONS

Co-Provider Change Request Form Instructions

The Co-Provider Change Request (CR) Form is the written documentation for a Co-Provider to submit a CR for a Product, Process or Systems (OSS) interface as stated in the Co-Provider Industry Change Management Process (CICMP) document.

The CR should be reviewed and submitted by the individual, which was selected by the Co-Provider to act as a single point of contact for the management of CRs to Qwest.

A **Systems** CR may be submitted to the Qwest CICMP Manager for Systems as follows:

(A) Electronic copy emailed to Mark Routh at mrouth@uswest.com
(B) Hard copy faxed to Mark Routh, Qwest CICMP Manager - Systems, 303-896-8010

A **Product/Process** CR may be submitted to the Qwest CICMP Manager for Product/Process as follows:

(A) Electronic copy emailed to Matthew Rossi at mrossi@uswest.com
(B) Hard copy faxed to Matthew Rossi, Qwest CICMP Manager – Product/Process, 303 896-9022

Please submit a new Co-Provider Change Request to the CICMP Manager no later than the 2nd Wednesday day of the month so it may be evaluated at the Co-Provider Industry Team meeting that month.

The remainder of this document refers to the numbers in parentheses on the Co-Provider Change Request Form Example included below to be completed by the Co-Provider:

(1) Enter the date the CR was submitted to the Qwest CICMP Manager (required)
(2) Enter your company's name (required)
(3) Enter your company's internal reference number for this CR (optional)
(4) Enter your name, title, and email/fax# (required)
(5) If your CR is proprietary (i.e., confidential) and is meant to be directed only to your account manager and not flow through the CICMP, then select and check mark "Yes". If your CR is not proprietary and is meant to flow through the CICMP, then select and checkmark "No". (optional) If yes is selected, your CR will be forward to your account manager and the CR will receive a status of Cancelled – Other. If this field is left blank, the default is "No".
NOTE (a): A proprietary CR is in an initial state of development and requires Account Management coordination for further refinement. A Qwest formal response is not

requested and the CICMP status of this CR will be "closed" without Co-Provider Industry Team Review.

NOTE (b): A proprietary CR, which was "closed", may be opened as a new Co-Provider CR with a new log number upon notification to the CICMP Manager that the CR is not confidential and is complete with appropriate information. This is assuming that the CR is ready for Co-Provider Industry evaluation and prioritization, and a Qwest formal response is requested.

(6) Enter a title for this CR. This should concisely describe the CR in a single sentence. (required)

(7) Select the type of CR that is being submitted (Product, Process, or Systems) (required)

NOTE: steps 8 - 14 for systems CRs ONLY

(8) Select by check marking the OSS interface which the CR addresses. You may select "Other" if you are unsure of which system to select. (required)

(9) Enter a description of your change including the names of products and order activity information. If required, you may attach a document. Please reference this document in the description box. (required)

(10) Please designate if new information is required for a specific screen or transaction

(11) Select the Product(s) that may be impacted by this Systems CR (required)

(12) Enter a description of known dependencies. For example an IMA graphical user interface change for a maintenance and repair function may be dependent on a MEDIACC change. (optional)

(13) Enter a description of any documents, which you attach to this CR to provide further details (e.g., technical descriptions.) (optional)

(14) Select by check marking the priority level for the CR you intend to propose at the next Co-Provider Industry Team Meeting. (required)

NOTE (c): High = Impact to Your Business Activity (e.g., feature you can't order)
Med = Want to have
Low = Wish List

NOTE: steps 15 – 19 for Product CRs ONLY

(15) Select the Product(s) that may be impacted by this CR (required)

(16) Enter a description of your Product change. If required, you may attach a document. Please reference this document in the description box. (required)

(17) Enter a description of known dependencies (optional)

(18) Enter a description of any documents, which you attach to this CR to provide further details (e.g., technical descriptions.) (optional)

(19) Select by check marking the priority level for the CR you intend to propose at the next Co-Provider Industry Team Meeting. (required)

NOTE: steps 20 – 25 for Process CRs ONLY

(20) Please designate the area of Process impacted by this CR (required)

(21) Select the Product(s) that may be impacted by this Process CR (required)

(22) Enter a description of your Process change. If required, you may attach a document. Please reference this document in the description box. (required)

(23) Enter a description of known dependencies (optional)
(24) Enter a description of any documents, which you attach to this CR to provide further details (e.g., technical descriptions.) (optional)
(25) Select by check marking the priority level for the CR you intend to propose at the next Co-Provider Industry Team Meeting. (required)

The Appropriate Qwest CICMP Manager will complete the remainder of the CR Form.

Co-Provider Change Request Form *(Sample)*

Log # [redacted] **Status :** [redacted]
(see Co-Provider CR Status Listing)

Submitted By: Date Submitted: **(1)**
Co-Provider: **(2)** INTERNAL REF# **(3)**
Submitter: **(4)**
Name, Title, and email/fax#/phone#

Proprietary for submission to Account Manager Only? Please check mark ✔ as appropriate
☐ Yes ☐ No **(5)**

Title of Change:
(6)

Area of Change Request: Please check mark ✔ as appropriate and fill out the appropriate section below **(7)**
☐ System ☐ Product ☐ Process

System Change Request Section

Interfaces Impacted: Please check mark ✔ as appropriate **(8)**

☐ CTAS	☐ IMA EDI	☐ MEDIACC	☐ TELIS
☐ EXACT	☐ IMA GUI	☐ Product Database	☐ Wholesale Billing Interfaces
☐ HEET	☐ Other		

Please describe

Description of Change:

(9)

Is new information requested in a specific screen or transaction?

☐ Yes ☐ No **(10)**

If yes, name the screen or transaction: _____

Products Impacted: Please check mark ✔ as appropriate and also list specific products within product group, if applicable **(11)**

☐ Centrex	_____	☐ Resale	_____
☐ Collocation	_____	☐ SS7	_____
☐ EEL (UNE-C)	_____	☐ Switched Services	_____
☐ Enterprise Data Services	_____	☐ UDIT	_____
☐ LIDB	_____	☐ Unbundled Loop	_____
☐ LIS	_____	☐ UNE-P	_____
☐ LNP	_____	☐ Wireless	_____
☐ Private Line	_____	☐ Other	_____
	Please describe		Please describe

Known Dependencies:

(12)

Additional Information: (e.g., attachments for business specifications and/or requirements documents)

(13)

Co-Provider Priority Level **(14)**

☐ High ☐ Medium ☐ Low

Desired Implementation Date: ASAP

Product Change Request Section

Products Impacted: Please check mark ✔ all that apply (if "Other" please describe further)

☐ **LIS/Interconnection**	☐ **Collocation**	☐ **UNE**	☐ **Ancillary**	☐ **Resale**
☐ EICT	☐ Physical	☐ Switching	☐ AIN	
☐ Tandem Trans./TST	☐ Virtual	☐ Transport (incl. EUDIT)	☐ DA	
☐ DTT/Dedicated Trans.	☐ Adjacent	☐ Loop	☐ Operation Service	
☐ Tandem Switching	☐ ICDF Collo.	☐ UNE – P	☐ INP/LNP	
☐ Local Switching	☐ Other ____	☐ EEL (UNE-C)	☐ Other _____	
☐ Other _____		☐ UDF		
	(15)	☐ Other _____		

Description of Change:

(16)

Known Dependencies:

(17)

Additional Information: (e.g., attachments for business specifications and/or requirements documents)

(18)

Co-Provider Priority Level **(19)**

☐ High ☐ Medium ☐ Low

Desired Implementation Date: ASAP

Process Change Request Section

Area Impacted: Please check mark ✔ as appropriate

☐ Pre-Ordering
☐ Ordering **(20)**
☐ Billing
☐ Repair ☐ Other _____
Please describe

Description of Change:

(21)

Products Impacted: Please check mark ✔ as appropriate and also list specific products within product group, if applicable **(22)**

☐ Centrex		☐ Resale	
☐ Collocation		☐ SS7	
☐ EEL (UNE-C)		☐ Switched Services	
☐ Enterprise Data Services		☐ UDIT	
☐ LIDB		☐ Unbundled Loop	
☐ LIS		☐ UNE-P	
☐ LNP		☐ Wireless	
☐ Private Line		☐ Other	
	Please describe		Please describe

Known Dependencies:

(23)

Additional Information: (e.g., attachments for business specifications and/or requirements documents)

(24)

Co-Provider Priority Level **(25)**

☐ High ☐ Medium ☐ Low

Desired Implementation Date: ASAP

This Section to be Completed by Qwest CICMP Manager

Qwest Account Manager Notification

Account Manager: _____ Notified: _____

Qwest CICMP Manager Clarification Request ☐ Yes ☐ No

If yes, clarification request sent: _____ Clarification received: _____

Co-Provider Industry Team Clarification Request ☐ Yes ☐ No

If yes, clarification request sent: _____ Clarification received: _____

Status, Evaluation and Implementation Comments:

☐ Yes ☐ No

Candidate for a Release

If yes, Release Number: _____

Co-Provider CR Status Listing

New CRs going through Qwest CICMP Manager Validation

- New – To be validated
- New – To be clarified

New CRs going through Co-Provider Industry Team Meeting Evaluation

- Evaluated – To be Industry Reviewed

New and Existing CRs going through Qwest Manage Release Candidates

- Reviewed – Under consideration
- Reviewed – On Hold
- Reviewed – Process Candidate
- Reviewed – Release Baseline Candidate
- Committed Candidate OSS Release N
- Completed – In Production
- Completed – Product Deployed

New and Existing CRs - Canceled

- Cancelled - Co-Provider
- Cancelled - Qwest
- Cancelled - Co-Provider & Qwest

ATTACHMENT C – QWEST RELEASE NOTIFICATION INSTRUCTIONS

Qwest Release Notification Form Instructions

The Qwest Release Notification Form (RN) Form is the written documentation for a Qwest representative to submit a RN for a Qwest Product, Process or Systems (OSS) interface as stated in the Co-Provider Industry Change Management Process (CICMP) document.

The Qwest representative responsible for communicating release information to Co-Providers or a Co-Provider sub group (e.g., IMA GUI Users) submits the RN.

A Systems RN may be submitted to the Qwest CICMP Manager - Systems as an electronic copy via email to Mark Routh at mrouth@uswest.com

A Product or Process RN may be submitted to the Qwest CICMP Manager – Product/Process as an electronic copy via email to mrossi@uswest.com

The remainder of this document refers to the numbers in parentheses on the Qwest Release Notification Form Example (see page 2) to be completed by the Qwest representative:

(1) Enter the date the RN was submitted to the Qwest CICMP (required)
(2) Enter your name, title, and email (required)
(3) Enter a title for this RN. This should concisely describe the RN in a single sentence. (required)
(4) Designate the Area of business that the RN is being Issued (Product, Process, or Systems) (required)
(5) Please specify Who and When the RN is communicated. (required)
(6) Select by check marking the type of RN communication. You may select "other" if you are unsure of the type of communication. (required)
(7) Enter a description of your notification. Provide the mode/method of your communication. If required, you may attach a document. Please name this document in the description box. (optional)
(8) Enter any additional information, reference documents, and/or web site information (e.g., URL) (optional)
(9) Select by check marking the OSS interface which the RN addresses. You may select "Other" if you are unsure of which system to select. (required for Systems RNs ONLY)
(10) Select by check making the Product(s)which the RN addresses. You may select "Other" if you are unsure of which Product(s) to select. (required for Product RNs ONLY)

(11) Select by check marking the Process area the RN addresses (required for Process RNs ONLY)
(12) Select by check marking the Product(s) impacted by this Process RN (required for Process RNs ONLY)

The Qwest CICMP Manager will complete the log #, status, and remainder of the form.

Qwest Release Notification Form *(Sample)*

Log # [redacted] **Status:** [redacted]

Submitted By: Date Submitted: **(1)**

Contact Information: **(2)**

Name, title, email, phone #

Title of Notification:

(3)

Area of Release Notification: Please check mark ✔ as appropriate and fill out the appropriate section below **(4)**

☐ System ☐ Product ☐ Process

Communicated To: **(5)** Date Communicated:

Please check mark ✔ as appropriate

☐ Co-Provider Industry Team
☐ IMA EDI current users or with an agreed upon project work plan
☐ IMA CD Disclosure Document Recipients
☐ Public
☐ IMA GUI current and potential new users

Type of Notification: Please check mark ✔ as appropriate **(6)**

☐ Target Release Date
☐ Target Release Life Cycle
☐ Co-Provider Change Request Options for a Release
☐ Release Baseline Candidates with Descriptions
☐ Draft Developer Worksheets
☐ Disclosure Document
☐ Recertification Notices
☐ New Product
☐ Product Enhancement
☐ Other
☐ Disclosure Document Addendum
☐ Training Schedule
☐ Release Notes Description
☐ Release Notes
☐ Point Release Notes Description
☐ Point Release Notes
☐ System Available Times
☐ Product Retirement

Please describe

Description of Notification: (e.g., mode/method of message and timing of delivery)

(7)

Additional Information: (e.g., web sites)

(8)

System Release Notification Section

Interfaces Impacted: **(9)** Please check mark ✔ as appropriate

☐ CTAS ☐ IMA EDI ☐ MEDIACC ☐ TELIS

☐ EXACT ☐ IMA GUI ☐ Product Database ☐ Wholesale Billing Interfaces
☐ HEET ☐ Other _____
Please describe

Product Release Notification Section

Products Impacted: Please check mark ✔ all that apply (If "Other" please describe further)

☐ **LIS/Interconnection**	☐ **Collocation**	☐ **UNE**	☐ **Ancillary** ☐ **Resale**
☐ EICT	☐ Physical	☐ Switching	☐ AIN
☐ Tandem Trans./TST	☐ Virtual	☐ Transport (incl. EUDIT)	☐ DA
☐ DTT/Dedicated Transport	☐ Adjacent	☐ Loop	☐ Operation Services
☐ Tandem Switching	☐ ICDF Collo.	☐ UNE – P	☐ INP/LNP
☐ Local Switching	☐ Other _____	☐ EEL (UNE-C)	☐ Other _____
☐ Other _____		☐ UDF	
	(10)	☐ Other _____	

Process Release Notification Section

Area Impacted: Please check mark ✔ all that apply

☐ Pre-Ordering
☐ Ordering **(11)**
☐ Billing
☐ Repair ☐ Other _____
Please Describe

Products Impacted: **(12)** Please check mark ✔ as appropriate and list specific products within product group, if applicable

☐ Centrex	_____	☐ Resale	_____
☐ Collocation	_____	☐ SS7	_____
☐ EEL (UNE-C)	_____	☐ Switched Services	_____
☐ Enterprise Data Services	_____	☐ UDIT	_____
☐ LIDB	_____	☐ Unbundled Loop	_____
☐ LIS	_____	☐ UNE-P	_____
☐ LNP	_____	☐ Wireless	_____
☐ Private Line	_____	☐ Other	_____
Please describe	Please describe		Please describe

This Section to be Completed by Qwest CICMP Manager

Status, Evaluation and Implementation Comments:

Qwest Release Notification Status Listing

New RNs going through Qwest CICMP Manager Validation

- New – To be validated
- New – To be clarified
- New – To be industry reviewed

After Industry Team review

- Completed

ATTACHMENT D – RELEASE DOCUMENTATION DISTRIBUTION SCHEDULE

This information pertains to IMA Releases only, and primarily for the EDI implementations. The GUI information is covered in the Release Notes but there are no CLEC code changes required for the GUI interface.

- Baseline Candidates with Descriptions - 1 week after *Scope Commit
- Draft Developer Worksheets - 1 week after Scope Commit
- Disclosure Document - 5 weeks before the Qwest Implementation of a Release
- Release Notes - 3 weeks before the Qwest Implementation of a Release
- Addendum to the Disclosure Document - 2 weeks after the Qwest Implementation of a Release

*Scope Commit is when the IMA Release Manager announces the firm Release Date.

