Step	Description
0,1, 2. Change Request	• Change requests can be originated in the LLC, in the LNPA Working Group, by the vendor or by others who refer change requests to either the LLC or the Working Group. All requests must be forwarded to the Change Management Administrator (CMA) by calling 303 770-3003 or at 'chgreq@telecomse.com'.
3. Document and Publish Change Request	• The CMA will accept all change requests and will track these requests for the LNPA WG.
4. Document and Publish Change Orders	• The CMA will document all change requests as change orders in a standard format. Change Orders will be published under the 'Documents' section of the 'npac.com' web site.

5. Technical/Business Discussions	• The LNPA WG will host monthly meetings and conference calls to discuss all change orders submitted to the CMA. These meetings provide an open forum for all interested Service Providers and vendors.
	• Change orders will be classified in one of the following categories:
	    *Open
	    *Accepted
	    *Cancel Pending
	    *Current Release
	    *Maintenance Release (MR)
	• Open change orders will subsequently progress to either 'accepted' or 'cancel pending' following discussion and consensus vote by service providers.
	• The LNPA WG will evaluate each change order to determine whether it is *Core* or *Optional* based on the following definitions:
	
	*A *Core* requirement is one that is necessary for all regions to implement in order to maintain uniform NPAC interfaces and operation.
	*An *Optional* requirement is one that is not a core requirement and is one for which the requirements will not be developed by the LNPA WG. After reviewing the requirements submitted by the originator to the CMA, the LNPA WG will notify the requesting LLC of this designation. If the

Step	Description
	LLC elects to negotiate for this change, the requirements must be made available to the CMA. The CMA will maintain a register of optional change orders.
6. Feasible?	• The LNPA WG will determine the technical feasibility of each 'accepted' change order. Where change orders are determined not to be feasible, alternative solutions will be explored and the results communicated to the originator of the change request. • The LNPA WG will only develop requirements for 'accepted' core change orders. • The CMA will update the Change Order Summary with the results of these discussions.
7. Develop Requirements	• The LNPA WG will prioritize (using consensus voting method) and recommend a set of change orders. • The CMA will provide the proposed requirements language for each change order to identify the full impact of each change order on the baseline FRS and IIS • The LNPA WG will develop system or interface requirements at a level appropriate for LLC and vendor consideration.
8. Document and Publish Requirements	• The CMA will document the requirements for each change order and will review them with the LNPA WG before publishing.
9. Develop Release Recommendation and/or Requirements Clarifications	• A change order for the purpose of clarifying documentation progresses from 'open' to 'accepted'. The updates are then included in the next revision of the documentation. • The LNPA WG will review the prioritized change order requirements and recommend a Release Package (using consensus voting method). The CMA will produce the Release Package* for review by the LNPA WG. When approved, the LNPA WG will submit the Release Package with a suggested general availability date to all LLCs using the Change Order Summary template which includes business purpose for each change order.

Step	Description
•	*A Release Package will include the change order package level FRS and IIS (including the IIS flows, Section 1-5, and ASN.1 and GDMO), as well as test cases and methods and procedures, whenever possible. • The LLCs will be asked to return a response within 45 days to identify whether they have accepted this request. A Release Package Response Form will be used to indicate the disposition of this release package (see template). • The LNPA WG will develop clarifications to previously submitted requirements in response to questions from vendors and Service Providers. These clarifications will be submitted to the LLCs with a request to send them to the vendor.
9a. Document and Publish Maintenance Release of FRS/IIS	• The CMA will document and periodically publish a maintenance version of the FRS/IIS, as needed. These will include 'documentation only' changes agreed to during LNPA WG discussions. • Version numbering will identify maintenance releases.
• 10. LLC Agree?	• The LLCs will receive the release package from the LNPA WG and will determine if they agree with the contents, prioritization and schedule of the package. If they do not, comments/suggested changes will be sent back to the LNPA WG for further Technical discussions (Step 5), using the Release Package Response Form.
11. Prepare Request for Statement of Work (SOW) and Notify LNPA WG	• If the LLC(s) agrees with the contents of the package, it will prepare a request for a Statement of Work from the vendor, and will submit the Release Package Response Form to the LNPA WG reflecting this status.
12. Vendor Analysis and SOW Preparation	• The vendor will analyze the requirements and prepare a Statement of Work which will include prices and an implementation schedule. This SOW will be sent to the LLC(s).

Step	Description
13. Successful Negotiation?	• The LLC(s) will negotiate the Statement of Work with the vendor. [If the negotiation is not successful, or the schedule is later than originally recommended by the LNPA WG, the LLC(s) will send the package back to the LNPA WG with any impacts or suggested changes, via the Release Package Response Form, to then be reintroduced for Technical discussion (Step 5). When the schedule is later than originally recommended, the LNPA WG may take the opportunity to modify the Release Package at that time.] • If clarifying assumptions have been included within the SOW, the LLC will ask the LNPA WG, via the Release Package Response Form, to review them and to take any appropriate action regarding the requirements.
14. Negotiated Release Package/Schedule Sent to LNPA WG	• If the prioritized release package and schedule is successfully negotiated with the vendor, the LLC chairperson will formally transmit that status to the LNPA WG, via the Release Package Response Form, so that document integration (preparation of the baseline documents for the Release Package) can be completed.
15. Develop Integrated FRS/IIS Documents for the Negotiated Release Package	• The CMA will prepare the integrated FRS and IIS for the final Release Package and submit to the LNPA WG for review.
16. Review and Baseline the Integrated Documents	• The LNPA WG will review the integrated documents, and if approved, will *baseline* the FRS/IIS for the Release Package.
17. Publish Baseline FRS/IIS for the Release Package	• The CMA will publish the baseline FRS/IIS for the Release Package.
18. Request for Requirements Clarifications	• The NPAC vendor, SOA/LSMS vendors and Service Providers may seek clarifications to the requirements once the development process begins. Where these questions result in modifications to requirements previously submitted to the LLC, a new change order will be prepared. If the change is for documentation

Step	Description
	purposes only, the changes will be included in the next scheduled document release. If the change results in modifications to the requirements, the change order will be forwarded to the LLCs for negotiation. The LLC follows the same process with the vendor as was done for the original release package negotiation, on an expedited basis so as not to affect the scheduled delivery of the release.