

LOCAL NUMBER PORTABILITY ADMINISTRATION WORKING GROUP (LNPA WG)

CHANGE ORDER PRIORITIZATION GUIDELINES FOR DEVELOPMENT OF NPAC SOFTWARE RELEASES

1. Service Providers and Consortiums/Associations representing Service Providers are eligible to participate in the LNPA WG's Change Order ranking sessions.
 - a. The rule is one vote per entity. For example, Service Providers with both a wireline and wireless arm are considered one entity with a single vote if their wireline and wireless arms have a common Board of Directors and stock. Otherwise, they would be considered separate entities with separate votes. A Consortium/Association is considered one entity with a single vote regardless of how many Service Providers they represent. If one of their Service Provider clients participates in the ranking session, that Service Provider will be afforded its own vote separate from that of their Consortium/Association. If all Service Provider clients of a Consortium/Association are in attendance during the ranking session, only the Service Provider clients of that Consortium/Association will vote.
 - b. All Service Providers and Consortiums/Associations in attendance during the ranking session, either in person or on the conference bridge, can participate. Rankings submitted by entities after the conclusion of the meeting session will not be factored into the overall ranking.
 - c. While their input and expertise is recognized as critical to the Change Management process, vendors, e.g., NPAC, Local System, etc., and Service Bureaus do not vote during a given ranking session. Their respective Service Provider customers can participate in the ranking session to represent their individual requirements.
2. All Change Orders in the Accepted category will be ranked by the eligible session participants.
3. On a Ranking Form to be provided prior to the scheduled ranking session, each participating entity will rank all Change Orders in the candidate pool with a value of 1 through N, with N being the number of Change Orders in the candidate pool. A ranking of 1 indicates highest priority and a value of N indicates lowest priority.
 - a. Each and every candidate Change Order will be ranked with a unique value, 1 through N, with no duplicate values.
 - b. Each Ranking Form will identify the submitter for validation, but, unless otherwise agreed to prior to the beginning of the ranking session, will be submitted privately to the Change Management Administrator (CMA) upon completion. The submission of the completed form to the CMA for those eligible participants on the conference bridge can be via an e-mail during the session or via a phone call if an e-mail submission is not possible. The CMA's contact number will be provided when the time for form submission is announced during the ranking session.

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4. The CMA will sum up the score for each individual Change Order and divide each score by the number of votes for each. The resultant lowest score will identify the highest priority Change Order and the resultant highest score will identify the lowest priority Change Order.
 - a. Note that any Change Order that had been identified as Mandatory will not need to be ranked. By virtue of its Mandatory designation, it will automatically be included in the recommended release package.
 - b. After tallying the scores for each Change Order, the CMA will list them in the order of lowest score (highest priority) to highest score (lowest priority) and present the ranked list to the entire group.

5. The eligible session participants will then determine which Change Orders will be recommended for the next release package.
 - a. In addition to an analysis of the rankings and any apparent appropriate location on the list where to “draw the line,” above which Change Orders will be recommended for the next release package and below which will not, consideration may be given to NPAC, SOA, and LSMS development levels of effort, vendor and Service Bureau consultation and recommendations, etc., to determine where to “draw the line.”
 - b. After the location for the demarcation line has been identified, the group may subsequently decide to move or swap certain Change Orders above or below the line. Again, consideration may be given to NPAC, SOA, and LSMS development levels of effort, vendor and Service Bureau consultation and recommendations, etc., to determine if any such moves are desired. Any such moves will be identified on a consensus basis by the eligible session participants.