



Department
for Transport

Change Management in TAG: The Orderly Release Process

To assist users in managing change in their appraisal and modelling work, publications on TAG are managed through an Orderly Release Process.

Forthcoming Changes

In order to keep the evidence base for transport analysis up to date, we occasionally need to refresh the values in the guidance to reflect more recent changes, trends and research. We also seek to maintain best practice by incorporating enhanced modelling and appraisal methods within the guidance.

In order for TAG users to manage these changes when they occur, we give advance notice of changes on the Forthcoming Changes page on the web site. This tells users:

- A description of the change and, where appropriate, why the change is necessary;
- Where necessary, a version of the guidance unit, or part of that unit, highlighting where the change will be implemented;
- For values changes, a clear presentation of the values that will change and where they fit in the Data Book;
- The date at which the change will become definitive guidance.

The set date of when a change will occur allows users to plan their work appropriately. Where your work is due to report after a change is made definitive, you should work to those updated values or guidelines if it is

appropriate to do so (please refer to guidance on when to incorporate changes in [The Proportionate Update Process](#)). If you are unsure, please contact us: TASM@dft.gov.uk

Release Dates

At the time a change is identified, it shall be set a definitive release date. This will be set at one of the following release dates as appropriate:

- Spring release (May)
- Autumn release (November)

All values or guidance changes that have been identified for definitive release, potentially replacing existing guidance, shall be made definitive on that date.

Superseded guidance units and data books will be put into the Archive page on the site at that time.

The Department acknowledges the fact that change can impact on the work of its users. Those changes that are likely to be of greater significance or disruptiveness shall be given longer lead-in times to allow users to plan for the change and manage that change effectively, before the guidance is made definitive.

For example: A significant enhancement to modelling methodology is identified and researched. Guidance is established that the Department wishes to recommend to those undertaking modelling work. This change is put on the Forthcoming Changes page in January, with full details on the change and how it is likely to affect modelling work. Due to the implications of the change, the release date is set at November that year, not the closest release date in May, to allow users sufficient preparation time should they be affected.

The increased frequency of updates allows us to keep our evidence base and methods more up to date than previously. It also allows better administration of changes and greater transparency and certainty for our users regarding when specific values or guidance changes will be released.

Consultations

We will continue to consult our users regarding new modelling and appraisal methodologies that are being considered for inclusion in future TAG updates.

Users should refer to the Consultations page on the web site to view the active consultations. This gives details of the consultation start and end dates.

The proposed guidance will be in individual consultation documents, alongside a description of why it is being proposed and any specific questions we seek your opinions on.

Consultation documents are not part of an Orderly Release Process, in that they do not necessitate a Forthcoming Change at a specific time. However, it is expected that if after a consultation a proposed change is ready to be put into TAG, it will then be put on the Forthcoming Changes page.