

Guidelines for Project Change Proposal Form

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Overview

This document is provided as a guideline for users of the Project Change Proposal Form effective December 15, 2015. This guideline provides instruction for cost estimating requirements throughout all stages of a transmission project.

The Importance of Project Change Management

More formalized Project Change Management procedures improve communications and visibility on project changes and provide consistency in approach. The AESO Project Change Proposal Form provides a tool to document and report on project changes. Information captured in the Project Change Proposal Form can be logged and tracked. This information can then be referenced in project cost discussions and used to support project final cost data.

The AESO has implemented Project Change Management procedures to ensure the impact of any proposed change to the project is thoroughly understood, carefully considered and discussed, and formally reviewed. After completion of a Change Proposal Form review the AESO will either: approve or reject the Change Proposal; or mark deficient and request more information from the TFO.

Applicability to AESO Rules

Project change variance reports is applicable to ISO Rule 9.1.3.2, 9.1.3.3, 9.1.3.4, and 9.1.3.5.

When to Use the AESO Project Change Proposal Form

The Project Change Proposal Form can be used throughout the project lifecycle to:

- Capture project changes per ISO Rule 9.1.3.2 – 9.1.3.5
- The Market Participant should be aware of the drafting and execution of any Change Proposal Form for the project, including required inputs that the Market Participant may need to provide

When Not to Use the AESO Project Change Proposal Form

The form is to be utilized throughout the AESO Project Delivery Connection Process for required project variance reporting with the exception of:

- When funds related to the Change Proposal have been spent in advance of AESO approval
- Stage 0 where changes are addressed as updates to the System Access Service Request (SASR). This would be handled using a SASR Amending Letter in Stage 0
- Changes to the Requestor information on a SASR or changes in project ownership are dealt with through the Preliminary Assessment Application (PAA) or SASR Amending Letter (PAA/SASR Amending Letter). For information on these changes please contact your AESO Project Coordinator
- Name changes of an organization must be submitted in the form of a Certificate of Amendment
- Project changes that relate to the Facility Information and/or Project Information sections of a project SASR may be considered substantial revisions. Substantial revisions include changes in facility location, in-service date, and electrical capacity or characteristics. These types of changes should be discussed with the AESO Project Coordinator to determine how to best handle the change for the given project. The Change may or may not involve the use of the Change

Proposal form and could result in the request of the Market Participant to submit a new SASR based on the revised information.

- When there are changes to the project milestones, however, the ISD does not change and no scope or cost impacts; a change proposal is not required

TFO: How to Use the Form

1. Document on Change Proposal per form. When there is more than one driver for change, each should be submitted as a separate change proposal
2. Once a project change has been determined and communicated to the AESO, as per rule 9.1.3.2, the TFO has 15 days to submit a Change Proposal to the AESO. Following initial notification, any agreement to extend beyond the required 15 days is to be documented (the request, reasons and proposed submission date of the change proposal) by the TFO and submitted to the AESO. The AESO will provide a formal written response to the request
3. Complete all required sections and appendices of the form
4. TFO must consult with the Market Participant on Change Proposal before submitting it to the AESO for review. There must be agreement in place between the TFO and Market Participant on the completed Change Proposal Form
5. AESO Project Coordinator to notify the TFO of the Change Proposal number to prevent duplication
6. TFO to provide the supporting documentation necessary to support the change
7. Obtain appropriate TFO internal signature
8. Submit form to the AESO for review
9. Answer any further questions or clarifications that may arise during AESO review of the submitted Change Proposal. Project Coordinator may request additional items be added to the Appendix sections

AESO: How to Use the Form

1. Project Coordinator to notify the TFO and Market Participant of the Change Proposal number to prevent duplication
2. Acknowledge receipt of Change Proposal with TFO and Market Participant
3. Review form for completeness and content, consider impacts of the proposed change
4. Submit to TFO/Market Participant clarifications and requests for additional information as required
5. When form is complete and any supporting information required is provided to AESO Project Coordinator satisfaction, provide the Change Proposal to Market Participant for sign-off
6. Obtain appropriate AESO signatures
7. Provide comments on why the Change Proposal was not approved and other comments as necessary; i.e. Impact on other system projects

8. Project Coordinator to enter the Energization number in the AESO Use only section of the form. This is required for entry into Workfront
9. Provide a signed copy to TFO and Market Participant
10. The AESO Project Coordinator needs to enter all change information into Workfront once the change is accepted and complete
11. The Program Manager and/or Director of Transmission Project Delivery may advise that the Change Proposal needs to be presented to the Transmission Facility Cost Monitoring Committee (TFCMC)

Market Participant: How to Use the Form

1. Review Change Proposal for understanding of change
2. Get appropriate clarifications as required through TFO and/or AESO Project Coordinator
3. Obtain appropriate internal signature, coordinator with TFO, and return to AESO Project Coordinator

Note: If in disagreement with Change Proposal, discuss with AESO and TFO