

Project Change Proposal Guidelines

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Overview

This document is provided as a guideline for users of the Project Change Proposal Form. This guideline provides instruction to transmission facility owners (TFOs) and market participants on how and when to use a Project Change Proposal Form.

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 Project Change Proposal Form is a tool to document and report on project changes. It also assists to log and track information that 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. Once the TFO or market participant submits to the AESO a completed Project Change Proposal Form, the AESO will either approve or reject the Change Proposal; or mark it as deficient and request more information from the TFO or market participant.

Applicability to ISO Rules

Project change variance reports are 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

When Not to Use the AESO Project Change Proposal Form

The Project Change Proposal Form is to be utilized throughout the project life cycle for required project variance reporting with the exception of:

- When funds related to the Change Proposal have been spent in advance of AESO approval.
- For Connection Projects: Stage 0 where changes are addressed as updates to the System Access Service Request (SASR).
- For Connection Projects: Changes to the Applicant information on a SASR or changes in project ownership. For information on these changes please contact the AESO Project Manager. A SASR Amending Letter may be required.
- For Connection Projects: Project changes that relate to the Project Information and/or Request Information sections of a SASR that 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 Manager to determine how to best handle the change for the given project. The change may or may not require the use of the Project Change Proposal Form and could result in the request of the Market Participant to submit a new SASR based on the revised information.

How to Use the Project Change Proposal Form

TFO Instructions

1. Each Project Change Proposal Form should only document one project change. When there is more than one driver for change, each should be submitted as a separate Project Change Proposal Form.
2. Once a project change has been determined and communicated to the AESO, as per ISO rule 9.1.3.2, the TFO has 15 days to submit a Project Change Proposal to the AESO. Following the initial notification, any agreement to extend beyond the required 15 days is to be documented (the request, reasons and proposed submission date of the project change proposal) by the TFO and submitted to the AESO. The AESO will provide a formal written response to the request.
3. All required sections of the form should be completed and any supporting documentation necessary to support the change should be attached.
4. For Connection Projects: It is expected that when a TFO submits the Project Change Proposal Form to the AESO, that the respective market participant supports the submission. The market participant may need to provide required inputs and sign-off on the Project Change Proposal Form before it is submitted.
5. The AESO Project Manager will provide the TFO with the Project Change Proposal Form number to prevent duplication.
6. The Project Change Proposal Form requires signatures from the TFO and market participant, if applicable.
7. To submit the completed Project Change Proposal Form including any necessary attachments send an email to the AESO Project Manager and to transmission.projects@aeso.ca.
8. The AESO may have further questions or clarifications that arise during the AESO's review of the submitted Project Change Proposal Form.

Market Participant Instructions (applicable to Connection Projects only)

1. Each Project Change Proposal Form should only document one project change. When there is more than one driver for change, each should be submitted as a separate Project Change Proposal Form.
2. All required sections of the form should be completed and any supporting documentation necessary to support the change should be attached.
3. When a TFO is involved in the project, it is expected that when a market participant submits the Project Change Proposal Form to the AESO, that the respective TFO supports the submission. The TFO may need to provide required inputs and sign-off on the Project Change Proposal Form before it is submitted.
4. The AESO Project Manager will provide the market participant with the Project Change Proposal Form number to prevent duplication.
5. The Project Change Proposal Form requires signatures from the market participant and TFO, if applicable.
6. To submit the completed Project Change Proposal Form including any necessary attachments send an email to the AESO Project Manager and to transmission.projects@aeso.ca.
7. The AESO may have further questions or clarifications that arise during the AESO's review of the submitted Project Change Proposal Form.