

Project Plan

[Project Name]

[Market Participant Legal Name]

AESO Project Number: P[0000]

Date: [Month DD, YYYY]

Version: [e.g., V1D1]

Classification: AESO Protected

Company Name	Name	Date	Signature
[Market Participant Legal Name]			
Generator Facility Owner			
[TFO Legal Name, if applicable]			
AESO			

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1. Purpose

The Project Plan is a high-level document, similar to a Project Charter, which provides a quick overview of the Project identified in Section 2 (the “Project”). This includes a description of the Project, additional project information, definition of roles and responsibilities, Project considerations, general Project risks and high-level Project milestones and dates. The Project Plan is a static document that summarizes the Project at a high level at the onset. Once executed by all parties, the Project Plan must not be modified. Any changes to the Project that occur subsequent to execution of the Project Plan will be tracked through change management procedures.

[No changes should be made to this section. All notes and italicized fonts provided throughout this template in [square brackets] must be removed from all drafts of this document. This document should not include discussion of the proposed alternatives for the Project as these will be identified in the Study Scope. The AESO PM should draft as much of the Project Plan as possible in advance of the External Kick-off meeting. The intent of the External Kick-off meeting is to complete the Project Plan and obtain sign-off if possible. Once the Project Plan is executed modifications must not be made throughout the life of the Project.]

2. Project Description

[The description must align with the Project Information provided in the System Access Service Request and include a brief description of the Project, the project type, requested in-service date, Market Participant name, and physical land location where the Project will be located.]

On [DATE], the [MARKET PARTICIPANT/APPLICANT] request for system access service to the Alberta Electric System Operator (AESO) was accepted to connect its proposed [PROJECT NAME] to the AIES.

[PROJECT NAME] is a [INSERT HIGH LEVEL DESCRIPTION WITH FUEL TYPE AND PROJECT TYPE] project in the planning area of [# AND NAME OF THE PLANNING AREA], which is part of the [NAME OF REGION] region.

[MARKET PARTICIPANT/APPLICANT] is requesting an [STS, DTS or STS AND DTS] access service, with a contract capacity of [MW] and [MW if STS and DTS] respectively, and a request for transmission development (collectively, the Project).

The requested project In-Service Date (ISD) is [insert SASR date].

3. Additional Project Information

[This section will capture additional information required to address and/or clarify points identified during the AESO review of the project’s SASR, or any other considerations pertinent to the project.]

4. Roles and Responsibilities RACI

[This section should be completed with input from the Market Participant, Generator Owner, and TFO. The RACI table provided below represents the most common arrangement (shown in italicized text). Remove italics once roles and responsibilities have been agreed upon.]

The RACI table below outlines the roles and responsibilities established for the Project. Please note this table is not to be changed or edited during Project Plan review.

Deliverable	AESO	TFO	MP	GFO
Kick-off Meeting	<i>A</i>	<i>C</i>	<i>C</i>	<i>C</i>
Project Plan	<i>A,R</i>	<i>C</i>	<i>C</i>	<i>C</i>

Deliverable	AESO	TFO	MP	GFO
Fees for all stages			A	
Stage 0 PDUP			A	
Stage 1 and 2 PDUP	A			
Prelim Assessment Study Scope	A	C	C	
Prelim Assessment Package which includes: <ul style="list-style-type: none"> - Prelim Assessment Report - Class 5 Cost Estimate - CCD (if required) 	A	I	I	I
Detailed Cluster Study Scope	A			
Detailed Cluster Study Report	A	I	I	I
Class 5 Cost Estimate and CCD (if required)	A	I	I	I
Facility Scope	A	C	I	I
GUOC Evidence (or payment for DER)				A
Stage 3 & 4 Security to TFO			A	
Functional Specification	A	C	C	C
Service Proposal	C	A,R		A,R (if MPC)
SAS Agreements	A		A	
Participant Involvement Program	R	A,R		A,R (if MPC)
Needs Approval Application	A			
Facility Applications		A		A (if MPC)

RACI – Responsible, Accountable, Consulted, Informed

Responsible = “the doer”. Those who do work to achieve the task. There can be multiple resources responsible. The act of approving a deliverable can be categorized under the responsible party.

Accountable = “the buck stops here”. The resource ultimately answerable for the correct and thorough completion of the task (also approver). There can only be one “A” specified for each task.

Consulted = “in the loop”. Those whose opinions are sought. Those who have special knowledge or expertise needed to make decisions or solve problem. Two-way communication.

Informed = “in the picture”. Those who are kept up-to-date on progress and decisions (once made). May be impacted by decision but are not active in final decision. One-way communication.

4.1 Project Contacts

The table below defines the contacts for each entity with respect to the Project. The identified Project representative for each organization should be included in all communications with respect to the Project unless otherwise indicated.

Name	Company	Role	Email	Phone

5. Project Considerations

[This section should be completed with input from the Market Participant, Study Consultant, Generator Owner, and TFO.]

Project considerations outlined in this section include early known considerations regarding Project assumptions, key objectives or delivery approach as agreed upon by the Project team.

5.1 Filing Strategy

[Remove this section for BTF projects]

5.2 Considerations

[If applicable, document any other Project considerations regarding Project assumptions, key objectives or delivery approach not related to regulatory applications or stakeholder consultation noted above.]

Other Considerations	Executor

6. Project Risks

[This section should be completed with input from the Market Participant, Study Consultant, Generator Owner, and TFO. Examples of items to include here are: any known interdependencies on system work or if there is a requirement for winter construction.]

Project risks identified in this section include any known risks to the delivery of the Project as agreed upon by the Project team, including study risks or risks against some of the Project Considerations noted in Section 5. The Project risks identified will likely have some impact on the cost, schedule, or scope for the Project should they occur therefore they are being identified for consideration. For identified risks it is necessary to also document the potential mitigation strategy that is being proposed. As the Project progresses, the risks identified in this section will be managed by the AESO Project Manager and tracked through change management procedures.

PROJECT RISKS			
Identified Risk	Identified By ¹	Mitigation Strategy	Assigned To ¹

¹ Indicate entity rather than individual responsible (i.e. AESO, Market Participant, Study Consultant, Generator Owner, or TFO)

7. Project Key Milestones

[This section should be completed with input from the Market Participant, Generator Owner, and TFO. The milestones shown below are meant to be a starting point. Milestones may be added or removed based on the deliverables that are required for the Project. As the Project progresses, updates to these milestones are required at certain points in the Project lifecycle via a Project Schedule Alignment which is available on the AESO website.]

The Project milestones outlined in this section provide a high-level summary of the Project schedule and establish a base line schedule for the Project. As the Project progresses, updates to the Project schedule will be maintained separately by the AESO Project Manager, communicated to the Project team and managed through change management procedures.

[For Connection projects, include the following table, otherwise delete.]

Milestone	Owner	Target Date
Preliminary Assessment Study Scope	AESO	1 month after SASR deadline
Provide Feedback on Study Scope	MP & TFO	2 weeks after study scope is provided
Issue Preliminary Assessment Package	AESO	8 weeks after study scope is finalized
Market Participant Decision and Payment of Detailed Assessment Fee	MP	4 weeks after preliminary assessment
Issue Detailed Cluster Study Package	AESO	11 weeks after end of decision period
Market Participant Decision and GUOC Evidence/Payment Provided and Stage 3&4 Security to TFO	MP & GFO	10 weeks after Detailed Cluster Study Package is issued
Functional Specification Issued		
Directions Issued		
Service Proposal Submission		
PIP Report Submission		
SAS Agreement Executed		
Schedules D and E of ATA Complete (MPC projects only)		
ATA Execution Confirmation (MPC projects only)		

Milestone	Owner	Target Date
NID Filed		
Facility Application Filed		
Power Plant Application Filed (generators only)		
NID Approval and Permit & License		
Power Plant Approval (generators only)		
GUOC Payment (generators only)		
TFO Construction Start		
Stage 5 CCD (MPC projects only)		
100 Day Energization Package Submissions		
30 Day Energization Package Submissions		
Contract Capacity Start Date		
In-Service Date		
ATA Closing Date (MPC projects only)		
Commercial Operation Date (generators only)		
Final Cost Report Submission		
Final CCD		

[For BTF projects, include the following table, otherwise delete.]

Milestone	Owner	Target Date
Preliminary Assessment Study Scope	AESO	1 month after SASR deadline
Provide Feedback on Study Scope	MP & TFO	2 weeks after study scope is provided
Issue Preliminary Assessment Package	AESO	8 weeks after study scope is finalized
Market Participant Decision and Payment of Detailed Assessment Fee	MP	4 weeks after preliminary assessment
Issue Detailed Cluster Study Package	AESO	11 weeks after end of decision period
Market Participant Decision and GUOC Evidence/Payment Provided and Stage 3&4 Security to TFO	MP & GFO	10 weeks after Detailed Cluster Study Package is issued
Functional Specification Issued		
Direction Issued		
Cost Estimate Submission		
Stage 3/4 CCD		
Power Plant Application Filed (generators only)		
Power Plant Approval (generators only)		

Milestone	Owner	Target Date
SAS Agreement Executed/Effective		
GUOC Payment (generators only)		
TFO Construction Start		
DFO Construction Start		
Generator Construction Start (generators only)		
100 Day Energization Package Submissions		
30 Day Energization Package Submissions		
Contract Capacity Start Date		
TFO/DFO In-Service Date		
Generator In-Service Date (generators only)		
Commercial Operation Date (generators only)		
Final Cost Report Submission		
Final CCD		