|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1. Submission Information** | | | | | | | | | |
| **Change Proposal #:** | | [Incremental for the project. Eg. 1,2,3] | | | | | | |
| **Change Proposal Title:** | | [Identification Title] | | | | | | |
| **AESO Project Number and Name:** | | [P#### Project Name] | | | | | | |
| **Current Project Stage:** | | [Enter current AESO Stage of project, 1,2,3,4, or 5] | | | | | | |
| **Submitted by:** | | [Organization] | | | | | | |
| **Date the AESO was First Notified of the Project Variance:** | | YYYY/MM/DD | | | | | | |
| **How was the AESO First Notified of the Project Variance?** | |  | | | | | | |
| **2. Impact Analysis** | | | | | | | | |
| *Place an “X” next to all that apply:* | | | | **Scope** | **Schedule** | | **Cost** | **N/A** |
| **Does this Change Proposal involve a change to the critical information[[1]](#footnote-1) in the SASR for this Project? If “Yes”, complete section 4 below.** | | | | | | | **Yes** | **No** |
| **Has work relating to Change Proposal been initiated?** | | | | | | | **Yes** | **No** |
| **If “Yes”, explain below why work was initiated before the AESO’s review of Change Proposal?** | | | | | | | | |
|  | | | | | | | | |
| **Is Contingency being used to address this change?** | | | | | | | **Yes** | **No** |
| **If “No” explain why not:** | | | | | | | | |
|  | | | | | | | | |
| **Impact on Cost:** | [Total $ increase/decrease of change] | | | | | | | |
| Submit an updated Cost Estimate Template when there is a cost impact (if a cost estimate has been provided) | | | | | | | | |
| **Impact on ISD:** | Current ISD: YYYY/MM/DD Revised ISD: YYYY/MM/DD | | | | | | | |
| **3. Change Proposal Description** | | | | | | | | | |
| **Summarize the requested change:**  (attach supporting detail as required) | | |  | | | | | | |
| **Describe why the scope, schedule, and/or cost change is required:** | | |  | | | | | | |
| **Indicate when the change is expected to occur or take effect:** | | |  | | | | | | |
| **What other options were considered to address the issue?** | | |  | | | | | | |
| **Impact of not implementing proposed change?** | | | [Provide an overview of impacts and risks to the project if the change is not implemented] | | | | | | |
| **4. Amendment of Critical Information in SASR**  **(Not Applicable to System Projects)** | | | | | | | | | |
| **Critical Information**  *(add additional rows below, if required)* | | **Existing Request** | | | | **New Request** | | |
| Choose an item. | |  | | | |  | | |
| **If the critical information[[2]](#footnote-2) being changed is not included in the drop-down list above, describe the change below.** | | | | | | | | |
|  | | | | | | | | |
| Note: By submitting this Change Proposal, the Market Participant and/or TFO acknowledges that, should this Change Proposal be approved by the AESO, the critical information in the SASR for the project is amended with the information above and the information above supersedes the information contained in the SASR for the project or any Change Proposals which changed this information previously. | | | | | | | | | |

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| **5. Transmission Facility Owner Project Change Proposal Signatures** | | | |
| **Project Manager:** | Signature: |  | |
| Print Name: |  | |
| Date: |  | |
| **Authorized Approval:** | Signature: |  | |
| Print Name: |  | |
| Job Title: |  | |
| Date: |  | |
| **6. Market Participant Project Change Proposal Signatures**  **(Not Applicable to System Projects)** | | |
| **Market Participant Representative:** | Signature: |  |
| Print Name: |  |
| Job Title: |  |
| Date: |  |

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| --- | --- | --- |
| **AESO Use Only** | | |
| **7. AESO Project Change Proposal Signatures** | | |
| **AESO Received Date:** | YYYY/MM/DD | |
| **Project Manager:** | Signature: |  |
| Print Name: |  |
| Date: |  |
| **Program Manager:** | Signature: |  |
| Print Name: |  |
| Date: |  |
| **Director or Vice President** | Signature: |  |
| Print Name: |  |
| Date:[[3]](#footnote-3) |  |
| **Change Proposal Review Decision:** | **Approved** | The approval is not to be construed as being a statement with respect to the prudency of costs. |
| **Rejected** | The Change Proposal was submitted after work has been completed, or refer to AESO Comments. |
| **Deficient** | The proposal and/or appendices are deficient as assessed by the AESO; along with any additional information requests that the AESO requires to make its assessment. |
| **AESO Comments:** |  | |
| **Energization #:** | PM to reference the Energization # | |

1. Details regarding critical information can be found in the SASR and in the ISO tariff, which are available on the AESO website. [↑](#footnote-ref-1)
2. Details regarding critical information can be found in the SASR and in the ISO tariff, which are available on the AESO website. [↑](#footnote-ref-2)
3. This date is considered the final sign off date by the AESO. [↑](#footnote-ref-3)