

Project Change Proposal Guidelines

Date: November 9, 2020

Version: V3

Classification: Public

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Overview

This document is provided as a guideline for users of the Project Change Proposal Form (the “PCP Form”). This guideline provides instruction to transmission facility owners (TFOs) and market participants on how and when to use a PCP 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 PCP 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 PCP Form, the AESO will either approve or reject the Project 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 subsections 9.1.3.2, 9.1.3.3, 9.1.3.4, and 9.1.3.5 of Section 9 of the ISO rules, *Transmission*.

When to Use the AESO Project Change Proposal Form

The PCP Form can be used throughout the project lifecycle to:

- capture project changes per subsections 9.1.3.2, 9.1.3.3, 9.1.3.4, and 9.1.3.5 of Section 9 of the ISO rules, *Transmission*; and
- where applicable, amend critical information in the system access service request (SASR) per subsection 3.9 of the ISO tariff.

When Not to Use the AESO Project Change Proposal Form

The PCP Form should be used throughout the project life cycle for required project variance reporting with the following exceptions:

- When funds related to the Project Change Proposal have been spent in advance of AESO approval;
- For Connection, BTF, and Contract Projects: In Stage 0, where changes are addressed as updates to the SASR; and
- For Connection, BTF, and Contract 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.

How to Use the Project Change Proposal Form

TFO Instructions

1. Each PCP Form should only document one project change. When there is more than one driver for change, each should be submitted as a separate PCP Form.
2. Once a project change has been determined and communicated to the AESO pursuant to subsection 9.1.3.2 of Section 9 of the ISO rules, *Transmission*, the TFO has 15 days to submit a PCP Form 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 PCP 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 PCP Form to the AESO, the respective market participant supports the submission. The market participant may need to provide required inputs and sign-off on the PCP Form before it is submitted.
5. The AESO Project Manager will provide the TFO with the PCP Form number to prevent duplication.
6. The PCP Form requires signatures from the TFO and market participant, if applicable.
7. To submit the completed PCP Form including any necessary attachments, send an email to the AESO Project Manager and transmission.projects@aeso.ca.
8. The AESO may have further questions or clarifications that arise during the AESO's review of the submitted PCP Form.

Market Participant Instructions (not applicable to System Projects)

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