

Purpose

The Transmission Monthly Project Progress Report template is to be used by the Transmission Facility Operator (“TFO”) for reporting project¹ progress on a monthly basis as detailed in AESO Rule 9.1.3. More specifically Rule 9.1.3.1 reads:

*Unless agreed otherwise, each **Designated TFO** with respect to a **Project**, the cost of which is estimated to be more than one million dollars, shall provide to the **ISO** on or before the **15th Business Day** of each month commencing the month after the **ISO** has issued a **Direction** to such **Designated TFO (s)**, a **Project Progress Report**.*

When a direction has been issued, the AESO Project Manager is to discuss with the TFO on a project-by-project basis expectations for the monthly Project Progress Reports. Consideration must be given to project complexity, project size, project visibility etc. Directions for Early Procurement and for Service Proposal (“SP”) would be typical drivers for the requirement of a monthly Project Progress Report.

If the AESO Project Manager has determined that a monthly Project Progress Report is not required until after a SP has been submitted by the TFO and accepted by the AESO, the AESO Project Manager must send a letter to the TFO stating:

- The reason for not requiring a report after the first direction is issued;
- When report submissions are to start; and
- Any other relevant information to be noted regarding the submission of monthly reports.

Monthly Project Progress Report Delivery

In order to facilitate an efficient process for delivery and AESO distribution of monthly Project Progress Reports, the reports are to be emailed² no later than the 15th business day of each month per Rule 9.1.3 to: Transmission.PSO@aeso.ca

Monthly Project Progress Reports can be emailed directly to this email address or sent to the Project Manager with a ‘cc’ to this email inbox.

Monthly Project Progress Report File Naming Convention

In order to facilitate consistency in the naming of reports received by the AESO from the various TFO’s, and for consistency in those reports that may be forwarded on to the Transmission Facility Cost Monitoring Committee (“TFCMC”), the AESO is requesting that the monthly Project Progress Reports are delivered to the AESO with the following naming format:

¹ Project as defined in the AESO Consolidated Authoritative Document Glossary

² Reports are to be emailed unless a more sophisticated arrangement is in place between the AESO and TFO (e.g. FTP bulk file Transfer)

P####_TFO_AESOProjectNameorabbreviation_MonthlyReport_yyyy_mm

P#### = AESO Project Number

TFO = TFO Name

AESO Project Name or abbreviation = AESO Project name. Use abbreviation if one is typically used on larger system projects (e.g. HRTD is the abbreviation for Hanna Regional Transmission Development)

e.g. P812_AML_HRTD_MonthlyReport_2011_06

Note: *For projects with multiple Facility Applications or energizations, only one monthly report is to be delivered if the energizations are all considered to be part of the same project. The report should include all energizations.*

Completing the AESO Monthly Project Progress Report

Prior to sending any Monthly Project Progress Report to the AESO the following must be adhered to:

- That the most current AESO template has been used and the format has not been altered;
- The report has been reviewed for completeness and there are no missing or incomplete sections; and
- Explanations are provided for any changes relative to schedule or cost information when compared against the prior months report.

The AESO Project Manager or the AESO Transmission PSO may request a TFO re-submit a monthly report if:

- The template format has been changed;
- The report contains missing or incomplete information; or
- The report contains errors or inaccuracies known to be true.

Complete and accurate project monthly reporting is a requirement under section 9.1.3.1 of the ISO rules. Failure to do so may be dealt with via ISO rule 12 as a possible contravention of the ISO rules.

Scope Overview

Insert a brief summary of the project scope, 2 to 5 sentences. Consider including in general terms what is to be built, why it is being built, and a high level description of the scope of work. More detail would be expected for more complex system projects. Once populated this section would not need to be changed unless the project undergoes a change in scope. In such cases the change in scope should be added to the description as applicable.

The AESO Project Manager can work with the TFO to determine the level of scope overview provided on a project by project basis. More complex projects should consider a short one or two sentence scope overview followed by short scope overview descriptions separated out by area or energization.

Please refer to **Appendix A** for examples on how “scope overview” could be presented.

Schedule & Status

The table in this section of the report is to be fully populated each month. Do not leave any blanks with the exception of:

- The “Explanation” column – may be left blank if no variance explanation is required
- The Milestone Schedule (Base) “Actual” column – may be left blank if the activity is not yet completed (or started for those activities listed that deal specifically with start dates)

Note: *The AESO Project Manager can work with the TFO to determine if it makes sense on more complex projects to present the schedule and status in multiple tables (e.g. a table for each area, energization, etc.) or all in one table.*

Activity	Milestone Schedule (Base)			Schedule Status (% Complete)			Explanation
	Planned	Forecast	Actual	Planned	Actual	Forecast Next Period	
Key project activities as provided in the AESO Template	dd-mmm-yy 22-Feb-12	dd-mmm-yy 22-Feb-12	dd-mmm-yy 22-Feb-12	%	%	%	

Note: % complete symbol does not need to be included but be consistent, include or exclude in all required cells.

Activity

The AESO provides the list of Activities in the report template. No activities are to be removed from the template.

Note: *The AESO Project Manager may request additional activities be added on a project-by-project basis. This request should be provided in writing to the TFO PM.*

Milestone Schedule (Base)

Planned

- This column is to be populated with the initial baseline planned project schedule completion date for each activity (or planned start date for those activities listed that deal specifically with start dates). For portions of the table where there is a requirement for both start and completion dates, both must be populated.
- If monthly reports are being provided prior to the SP because a Direction has been issued, schedule reporting requirements can be worked out with the AESO Project Manager.
 - For example, current or near future activities should be scheduled while future activities may not be scheduled until receipt of the SP.

- After submission of the initial monthly project progress report the dates in this column should not be changed for the remainder of the project with the exception of when the project is re-baselined.

Note: *A project may need to re-baseline if a significant project event has occurred, or is expected to occur, that makes it no longer meaningful to continue to use the same baseline as reference. The AESO Project Manager and TFO/Customer must agree to any re-baseline activity as it relates to the project schedule.*

- If the activity is not applicable to the project, populate with “N/A” for “Not Applicable, do not leave the cell blank
- If the activity is to be scheduled at a later date populate with “TBD” for “To Be Determined”, do not leave the cell blank

Forecast

- This column is to be populated with the forecast project schedule completion dates (or forecast start date for those activities listed that deal specifically with start dates) based on project status at the time the report is submitted
- Forecast dates may change month over month
- Forecast date changes from prior months report must have the variance explained in the “Explanation” column
- If the activity is not applicable to the project populate with “N/A” for “Not Applicable, do not leave the cell blank
- If the activity is to be scheduled at a later date populate with “TBD” for “To Be Determined”, do not leave the cell blank

Actual

- This column should be left blank until the activity is completed (or started for those activities that deal specifically with start dates)
- This column should be populated with the actual completion date (or start date for those activities listed that deal specifically with start dates) once the respective activity is completed or started
- Actual dates that are different than the “planned” dates must have the variance explained in the “Explanation” column
- If the activity is not applicable to the project populate with “N/A” for “Not Applicable, do not leave it blank in this instance

Schedule Status (% complete)

Planned

- This column is to be populated with the planned work percent complete for each activity for the given month of the report (how much work was planned to be completed in the month of the report)
- The planned percent complete is to be a cumulative number month over month
- If the activity is not applicable to the project populate with “N/A” for “Not Applicable, do not leave the cell blank
- If the activity is to be scheduled at a later date populate with “TBD” for “To Be Determined”, do not leave the cell blank

e.g. If a 4 month project planned to complete 25% of effort each month over a four month period the reports would read:

Month 1 report – planned schedule status = 25%

Month 2 report – planned schedule status = 50%

Month 3 report – planned schedule status = 75%

Month 4 report – planned schedule status = 100%

Note: A TFO should be able to provide the monthly planned values in advance once the work is scheduled, if requested by the AESO.

Actual

- This column is to be populated with the actual percentage of work completed for each activity
- The actual percent complete is to be a cumulative number month over month based on actual work completed in the month of the report
- Actual percentages that are different than the “planned” percentages or that are not in alignment with month over month actuals giving consideration to the prior months report “planned next period” value, must have the variance explained in the “Explanation” column
- If the activity is not applicable to the project populate with “N/A” for “Not Applicable, do not leave the cell blank
- If the activity is to be scheduled at a later date populate with “TBD” for “To Be Determined”, do not leave the cell blank

Note: How much the TFO actually spent/committed may not necessarily be indicative of the actual work complete. One could spend 100% of the approved budget (= forecast cost at present) but it does not mean that the actual work complete is 100% complete. If the TFO is not using earned value, it should come up with another means of determining actual work complete instead of using actual cost spend/committed divided by the forecast total. If a method other than Earned Value is being used, please include an explanation in the comments section of the report so the AESO knows how you derived at your actual values.

Forecast Next Period

- This column is to be populated with the forecast percentage of work to be completed in the upcoming month
- The percent forecast is is not a cumulative month over month number, it is the forecast percent of work to be completed in the upcoming month (the incremental % of work forecast for next month)
- The percent forecast is not intended to necessarily align with the “planned” schedule status. It is the incremental work forecast to be completed next month given consideration of current project status and knowledge
- If the activity is not applicable to the project populate with “N/A” for “Not Applicable
- If the activity is to be scheduled at a later date populate with “TBD” for “To Be Determined”, do not leave the cell blank

Explanation

Comments are required to explain all month over month variances, especially negative variances (dates slip, planned or forecast % complete not achieved). The explanation should explain why targets were not met and the planned course of action to recover. Whenever planned dates are changed because a new baseline was implemented, this change must be noted in the explanations section including any relevant details around the re-baseline activities. Comments can also be noted in this column for positive achievements.

Example of how to Populate Schedule Status Table

The table below is intended to illustrate how one activity (e.g. Transmission Lines – Engineering) would be captured in a monthly report over a 4 month period. Please note for each of the ‘Schedule Status’ columns, the percent complete symbol is not required as it is noted in the column header.

Activity	Schedule Status (% Complete)			Explanation
	Planned	Actual	Forecast Next Period	
	%	%	%	
Report 1 (month 1)	5	5	5	No explanation required planned = actual
Report 2 (month 2)	10	12	5	No explanation required TFO could explain why the project is ahead of schedule or why more “actual” work was completed vs. last months “Planned Next Period” forecast
Report 3 (month 3)	20	17	20	Explanation required Why is actual work completed less than planned?
Report 4 (month 4)	30	30	10	Explanation required Why is there only a 13% “actual” month over month increase when the last report forecasted 20% was planned for the next period?

Unplanned Emerging Issues

For this section of the report please provide comments on project risks that are turning into project issues, unforeseen events that will or have impacted the project etc. that are of relevance between the AESO and the TFO. In addition to listing the issue or risk an explanation of the planned course of action to deal with the issue should be provided.

Note: The AESO Project Manager can work with the TFO to determine if it makes sense to present the “Unplanned Emerging Issues” based on project area, energizations, etc., or to present them in one list.

Financial – Project Costs

This section of the Monthly Project Progress Report is to detail the financial project costs related to the project.

Note: The AESO Project Manager can work with the TFO to determine if it makes sense on more complex projects to present the financial project cost information in multiple tables (e.g. a table for each area, energization, etc.) or all in one table.

Original Budget	Authorized Changes	Authorized Budget	Pending Changes	Forecast Final Cost	Committed to Date	Actual Cost to Date	Notes to Financial Data
\$	\$	\$	\$	\$	\$	\$ <i>This is a new column</i>	

Original Budget

For each line item in the template the original budget amount is to be provided. The original budget amount is the \$ amount provided in the Service Proposal (SP).

If, based on project size and complexity, a monthly project progress reports is being provided after a Direction was issued, the original budget would be the NID value until a SP has been finalized.

Authorized Changes

This is the amount of dollar changes that have been reviewed and agreed to by the AESO through the formal Project Trend and Changes Authorization form process. “Pending” submissions where no written notice has been provided by the AESO or “Rejected” Project Change Proposals are not to be included in this column.

Note: The sum of the Authorized Changes column should equal the sum of the “Approved” changes in the Project Trends and Changes table.

Authorized Budget

This is the combined dollar amount of “Original Budget” + “Authorized Changes”. Dollar amounts for “Pending” or “Rejected” Project Change Proposals are to be excluded. (See Authorized Changes)

Pending Changes

This is the dollar amount of all “Pending” changes that are with the AESO for review based on Project Trend and Authorization forms that have been submitted to the AESO.

Note: The sum of the Pending Changes column should equal the sum of the “Pending” changes in the Project Trends and Changes table.

Forecast Final Cost

This is the forecast final cost for the project based on known information at the time the monthly Project Progress Report is submitted.

Forecast final costs do not have to equal the “Authorized Budget” + “Pending Changes”. Forecast final costs are intended to identify the projected final project costs.

Committed to Date

Based on the line items in the Financial Project Costs table, the “Committed to Date” entry is the total dollar amount, committed by the TFO at the time of the report, based on contracts and/or purchase orders.

Actual Costs to Date

Based on the line items in the Financial Project Costs table, the “Actual Cost to Date” entry is the total dollar amount, spent by the TFO at the time of the report. Where applicable, progress payment amounts are to be reported rather than total contract amounts.

***Note:** Cancellation costs may be a reporting requirement if the project is deemed at risk of actual cancellation and will be handled on a project by project basis. Otherwise, cancellation costs do not need to be reported.*

Notes to Financial Data

This column is to be used to populate additional information the TFO may wish to provide to help explain, clarify or justify information contained in the related row in the table.

Project Trends and Changes

This section of the Monthly Project Progress Report is to list all Project Trend Change Authorization forms that have been submitted to the AESO

***Note:** The AESO Project Manager can work with the TFO to determine if it makes sense on more complex projects to present the project trends and change information in multiple tables (e.g. a table for each area, energization, etc.) or all in one table.*

Description of Trend and Changes	Reason or Need	Status	ESTIMATED EFFECTS	
			Schedule	\$\$
1.		Pending		
2.		Approved		
3.		Rejected		

Description of Trend and Changes

Provide a brief description of the change being requested. This should be a summarized version of the description provided in the actual Project Trend Change Authorization form that was submitted to the AESO.

Reason or Need

Provide a brief description of the reason or need for the change. This should be a summarized version of the description provided in the actual Project Trend Change Authorization form that was submitted to the AESO.

Status

List the status of the Project Trend Change Authorization form at the time the report is submitted based on one of the following categories:

- **PENDING** – the Project Trend Change Authorization form has been submitted to the AESO but the AESO has not provided any formal written communication on the results of their review of the Project Change Proposal
- **APPROVED** – the Project Trend Change Authorization form has been submitted to the AESO and the AESO has provided formal written notice that the Project Change Proposal has been “Accepted”, with or without amendments, in which event the Project shall be deemed amended
- **REJECTED** – the Project Trend Change Authorization form has been submitted to the AESO and the AESO has provided formal written notice that the Project Change Proposal has been “Rejected” with or without requesting a revised Project Change Proposal

Note: *It is possible based on the AESO review of the Project Trend Change Authorization form that the project may be cancelled and/or the AESO may recommend that the TFO apply to the Commission for an amendment to any approval it may have obtained pursuant to the HEE*

Estimated Effects (Schedule or \$\$)

List the dollar change amount of the submitted Project Trend Change Authorization form or the impact to project schedule in calendar days.

APPENDIX A

Following are a few examples of acceptable “scope overviews” in monthly reports.

Example A

Project Scope

The project scope XXX project is the following:

Substation

Area A :

- Development #1 & 3 – New XXX kV line and substation near XXX substation
 - Construction of a new XXX kV substation (XXXS) located approximately XXX km East of XXX substation.
- Development # 9 – XXX kV Capacitor Bank at XXX substation
 - Installation of a XXX kV XX MVar capacitor bank and two XXX kV circuit breaker at XXX substation.

Area B:

- Development #2 – New XX km of XXX kV line – Line# XXX from XXX substation at XXX substation
 - Addition of two XXX kV circuit breakers in a breaker-an-a-half configuration and the construction of a second XXX kV bus at XXX substation bus to accommodate the new XXX km of XXX kV transmission line.
- Development # 5 – Static VAr Compensator at XXX substation
 - Installation of a XXX kV, +200/- 100 MVar, SVC and four XXX kV circuit breakers at XXX substation.

Transmission Line

Area A:

- Development # 1 & 3 – New XXX kV substation near XXX substation
 - Construction of approximately XXX km new XXX kV double circuit transmission line from line ### to XXX substation and approximately XXX km of new XXX kV double circuit transmission line, 4 * 477 kcmil, from XXX substation to XXX substation.

Area B:

- Development # 2 – New XXX kV line - ###L from XXX substation at XXX substation
 - Construction of approximately XXX km of new XXX kv double circuit, 2x795 kcmil, south from XXX substation to the limit of XXX TFO Service Territory.

Area C:

- Development # 12 – New XXX kV line from XXX substation to XXX substation.
 - Approximately XXX km of new XXX kV double circuit, 2x1033 kcmil, from XXX substation to XXX substation.

Telecommunications

- Included in substations scope

Example B

Scope Overview

The more detailed specific requirements of this project are described in the AESO's XXX Functional Specification, Rev 1, dated mm, yyyy.

The scope of work for this project involves:

- Construction of the new XXX Substation (Season 2).
- Construction of the new XXX Substation (Season 1).
- Modifications to existing XXX Substation (Season 1).
- Construction of XXX km of line XXX between location XXX and location YYY (Season 2).
- Construction of XXX km of line XXX between location XXX and location YYY (Season 1).

The proposed in service date for the projects to be completed in Season 1 is month XX, yyyy.

The proposed in service date for the projects to be completed in Season 2 is month XX, yyyy.

Example C

XXX TFO is building a new 240-138kV substation designated as XXX Substation. This substation is required to improve the capacity and reliability of supply, in response to both current and future demand for electricity in XXX Alberta. The proposed substation will consist of two XXX auto transformers, three XXX breakers, two XXX breakers, associated disconnects and P&C, and approximately XXX km of 240 kV transmission line.