



HELPING OUR MEMBERS WORK TOGETHER
TO KEEP THE LIGHTS ON... TODAY AND IN THE FUTURE.

External Revision Request Process Training

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Agenda

- Background
- Key Improvements
- Process Systems and Artifacts
- Process Resources
- Next Steps
- Discussion

What is a Revision Request?

- A request to make any change (addition, deletion, revision, etc.) to:
 - Business Practices
 - Criteria
 - Market Protocols
 - Tariff (including attachments and exhibits).
- The only exception is Appendix F of the Market Protocols, which contains Settlement examples and will be updated by SPP as necessary outside of the Revision Request Process

What is the Revision Request Process?

- Process by which Revision Requests are managed
- Revision Requests, depending on which document/section, require review and approval by SPP members and staff
- Revision Request Process provides direction for facilitating the required review and approvals

Background & Key Improvements

Background

- Member and MOPC driven initiative to standardize the Revision Request Process
- Develop improvements for process areas where issues were identified



SPP used the Lean process to identify opportunities with current state and define a desired state

Key Process Improvements

- Standard Process for all Working Groups
- Standard Forms
- Standard Submission Process for Requests and Comments
- Standard Nomenclature for Revision Requests
- Revision Request Website - Central Source for Revision Request Information
- Master Inventory Provides Dashboard View of RR Progress
- Identification of Primary and Secondary Working Groups
- Routing Criteria
- MOPC Process
- Revision Request Process Business Owner

Process Systems & Artifacts

Primary and Secondary Working Groups

- Primary Working Group – The group owning overall responsibility of the document
 - MWG – Market Protocols
 - RTWG – Tariff
 - ORWG – Criteria
 - BPWG – Business Practices
 - TWG – Planning Criteria
- Secondary Working Group – The group(s) impacted by or having ownership of sections within one of the docs listed above

Routing Criteria

Revision Request Routing Criteria

- Living document designating Primary and Secondary Working Group Routing
- Managed by RR Process Business Owner – Regulatory Processes
 - Updates will be coordinated through Aaron Shipley; ashipley@spp.org and/or Chris Cranford; ccranford@spp.org

Revision Request Routing Criteria Closer Look

SPP DOCUMENT	CWG	DRW
REVISION REQUEST PROCESS DOCUMENT		
Revision Request Process Changes	S	
MARKET PROTOCOLS		
Section 1 (Glossary)	S	
Section 2 (Introduction)		
Section 3 (Integrated Marketplace Overview)		
Section 4 (Energy and Operating Reserve Markets Processes)	S 4.0 - 4.4.5	
Section 5 (TCR Markets Process)		

Request Management System

Revision Request and Comment Submission Process

- Uses the SPP Request Management System
- Standard Process for Receiving and Responding to Requests and Comments
- Provides opportunity for proactive collaboration and impacted working group notification
- Anyone can create an RMS account.
- Once an account is created in RMS a job aid is provided

Revision Request and Comment Submission Process

- Revision Request and Comment Quick Picks

Quick Pick:

Request Status:

* Request Type:

Subtype 1:

Subtype 2:

* Severity:

Caller:

Organization:

Registration Documents
Regulatory Inquiry
Revision Comment - Business Practice
Revision Comment - Market Protocols
Revision Comment - SPP Criteria
Revision Comment - Tariff
Revision Request - Business Practice
Revision Request - Market Protocols
Revision Request - SPP Criteria
Revision Request - Tariff
Training Inquiry
Transmission Congestion Rights (TCR)
Wind and Other NDD Inquiry

Website

Revision Request Website

- Central Location for Revision Request Information
 - Description of the Process
 - Links to Protocols, Criteria, Business Practices, and Tariff
 - All RR Documents
 - Links to Archived RR Documents
 - RR Master List
 - RR Forms
 - RR Process and Training Documents
 - <https://www.spp.org/governance/spp-revision-requests/>

Master List

Revision Request Master List

- Inventory of all Revision Requests
- Provides the following data:
 - RR number
 - RR title
 - Sponsor information
 - Status
 - Submit Date
 - Primary Working Group
 - Timing
 - Document(s) impacted
 - System impacting identification
 - Estimated Cost
 - Working Group review workflow
 - And more...

Revision Request Master List

Closer Look

RR No.	Title	Sponsor	Company	Status	Date Submitted	Normal, Expedited, Urgent Action	Comments Due (10 Days)	SPP Impact Analysis (Y, N)
1	Removal of Internal Reserve Zone Transfers and Reserve Zone Minimum Clause			Closed	3/11/2011		3/21/2011	N
2								

Revision Request Forms

Revision Request Form

- Submitted by Qualified Entity
 - MP, Member, TC, Staff, MMU, SPP committees & WGs, and government authorities with jurisdiction over SPP or members
- Must include:
 - Submitter name, email, organization, phone
 - Identification of primary document needing revision
 - Objective of RR
 - Indication of need for Impact Analysis
 - Redlined language changes
- Timing Requirements
 - Must be submitted at least 18 business days prior to primary working group meeting date
 - SPP staff will confirm receipt within 3 business days
 - SPP staff will post and notify within 3 business days of determining the RR form is complete

Revision Request Form Closer Look

Revision Request Form		
SPP STAFF TO COMPLETE THIS SECTION		
RR #: <input type="text"/>	Date: <input type="text"/>	
RR Title: <input type="text"/>		
Impact Analysis Required? <input type="checkbox"/> No <input type="checkbox"/> Yes		
SUBMITTER INFORMATION		
Name: <input type="text"/>	Company: <input type="text"/>	
Email: <input type="text"/>	Phone: <input type="text"/>	
REVISION REQUEST DETAILS		
Requested Resolution Timing: <input type="checkbox"/> Normal <input type="checkbox"/> Expedited <input type="checkbox"/> Urgent Action		
Reason for Expedited/Urgent Resolution: <input type="text"/>		
Type of Revision (select all that apply):		
<input type="checkbox"/> Correction	<input type="checkbox"/> Design Enhancement	<input type="checkbox"/> Regulatory Mandate
<input type="checkbox"/> Clarification	<input type="checkbox"/> New Protocol, Business Practice, Criteria, Tariff	(describe) <input type="text"/>

[RR Forms on SPP.org](http://SPP.org)