HELPING OUR MEMBERS WORK TOGETHER TO KEEP THE LIGHTS ON... TODAY AND IN THE FUTURE.
External Revision Request Process Training

February, 2017

ashipley@spp.org
ccranford@spp.org
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

<table>
<thead>
<tr>
<th>SPP DOCUMENT</th>
<th>CWG</th>
<th>MRD</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REVISION REQUEST PROCESS DOCUMENT</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Revision Request Process Changes</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td><strong>MARKET PROTOCOLS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Section 1 (Glossary)</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Section 2 (Introduction)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Section 3 (Integrated Marketplace Overview)</td>
<td>$4.0-4.4.5</td>
<td></td>
</tr>
<tr>
<td>Section 4 (Energy and Operating Reserve Markets Processes)</td>
<td>$4.4.5</td>
<td></td>
</tr>
<tr>
<td>Section 5 (TCR Markets Process)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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
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/](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

<table>
<thead>
<tr>
<th>RR No.</th>
<th>Title</th>
<th>Sponsor</th>
<th>Company</th>
<th>Status</th>
<th>Date Submitted</th>
<th>Normal, Expedited, Urgent Action</th>
<th>Comments Due (10 Days)</th>
<th>SPP Impact Analysis (Y)</th>
</tr>
</thead>
</table>
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

<table>
<thead>
<tr>
<th>SPP STAFF TO COMPLETE THIS SECTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>RR #:</td>
</tr>
<tr>
<td>RR Title:</td>
</tr>
<tr>
<td>Impact Analysis Required?</td>
</tr>
</tbody>
</table>

**SUBMITTER INFORMATION**

| Name: | Company: |
| Email: | Phone: |

**REVISION REQUEST DETAILS**

| Requested Resolution Timing: | Normal | Expedited | Urgent Action |
| Reason for Expedited/Urgent Resolution: |

Type of Revision (select all that apply):

- Correction
- Clarification
- Design Enhancement
- New Protocol, Business Practice, Criteria, Tariff
- Regulatory Mandate (describe)