



Program Review Committee

August 8, 2022; 9-10am PPT

Phone: 1 (669) 224-3412 Access Code: 579-203-685

<https://meet.goto.com/579203685>

Meeting Objectives

1. Discuss task force proposal template
2. Discuss expanded ping-pong and workplan development process

Discussion Topics

- I. Agenda Overview
- II. Expanded ping-pong feedback
 - a. Task force rostering and operations
 - b. Any feedback after discussing for past two meetings
- III. Task Force Proposal Template draft
- IV. Public comment
- V. Next:
 - a. Next meeting scheduled for Wednesday August 22 at 9-10am PT



Western Resource Adequacy Program Task Force Proposal Template- DRAFT

Prepared by [task force name] Task Force:

[TF Participant Name – Organization / Sector]	

I. Background

A. Overview

[Describe what the topic is and what is proposed to change/be added/etc. Describe how this fits into the overall WRAP. Provide any relevant history or context related to how this proposal has come to be.]

B. Sponsors

[List the person or people who submitted this concept to the PRC including name, title, organization. Include any specific reasons given for why they submitted it]

C. Impact

[Describe the overall and business impacts, the stakeholders directly affected, and the business systems or processes affected. Also indicate which geographic areas are impacted, if applicable]

D. Urgency

Requested resolution timing: Normal Urgent

Reason for urgency: [If urgent, provide support for perceived/proposed urgency]

[Describe the consequences of not addressing this issue, who would be negatively impacted]

II. Objectives

A. WRAP Principles

[Describe how the proposed change, addition, or update aligns with the overall principles of the WRAP]

III. Solution

A. Sponsor Proposed Solution

[Describe the solution proposed by the sponsors in the Change Request Form, if applicable]



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B. Task Force Solution

[Describe the solution being proposed by the task force. Identify alternatives considered and merits of proposed solution. If the proposed solution is different than the Sponsor Proposed Solution, include justification]

C. Supporting Analysis

[Summarize any analysis or analytics done to support the proposed solution or consideration of alternatives. Attach such analysis by appendix, as appropriate.]

D. Proposed Language Updates

[Identify all documents requiring updates. Include exact language to be updated in/added to WRAP documents.]

IV. Program Design Impact Analysis

[Describe the impact, if any, that this change will have on other parts of the program such as schedule of normal processes (showings, seasons, modeling), PRC workplan, ops program, Forward Showing modeling, etc.]

V. Implementation Plan and Feasibility

A. Assumptions

[List assumptions based on historical information, program expertise or professional judgment]

B. Risks

[Include any risks associated with the proposal as a whole that should be shared, including risks associated with any assumptions]

C. Schedule for implementation

[Include an overview of the implementation timeline and any dates that impact participants. Describe how the implementation will be rolled out (i.e., all at once, gradually, phased, etc.)]

D. Cost of Implementation

[Identify any infrastructure needs, investments, additional implementation costs, contractor needs, etc. Does not include PA/PO time]

E. Program Administrator / Operator Impacts

[Identify impacts to PA/PO staff needs, both for implementation and for ongoing support]

- Make up of task force
 - Task forces will be stood up for specific causes (as opposed to standing committees); will be stood up in accordance with schedules identified in the workplan
 - Take nominations / interest for TF participation (from PRC reps, also from sectors)
 - Balance of interests / sectors - seek SMEs on particular subjects; concept sponsor will be included on TF regarding concept
 - PRC chairs review interested individuals, propose TF roster - Task force roster approved by PRC
 - PA will support / facilitate TFs (admin functions), PA/PO will collaborate with TFs on proposals (provide options, recommendations, input as requested)
- Task force operations
 - Active TFs will be responsible for reporting progress to PRC monthly
 - Each task force will decide their own procedures (e.g., decisions by vote or consensus, chair vs. co-chairs, frequency of meeting)
 - All TFs will have non-PA/PO leadership (e.g., a chair) - work with PA/PO to facilitate TF engagement and progress, responsible for monthly reporting to PRC
 - Proposal development will include review from PA/PO for feasibility/schedule/budget to inform implementation plan portion of design change proposal

DR