



Program Review Committee

August 24, 2022; 9-10am PPT

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

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

Meeting Objectives

1. Discuss workplan template and tool draft

Discussion Topics

- I. Agenda Overview
- II. Review draft workplan template
- III. Walk through workplan tool
- IV. Next:
 - a. Next meeting scheduled for Wednesday September 7 at 9-10am PT



Western Resource Adequacy Program

Program Review Committee Workplan- DRAFT

Prepared by Program Review Committee

[Name – Organization / Sector]	

I. Executive Summary

[Provide a summary of concepts submitted and what PRC prioritized. Describe overall themes of submissions. Provide summary of the schedule and task force needs.]

II. Background

[provide a description for how to workplan process works: staff time, resources, tool, categories, etc.]

III. Proposed Plan

A. Summary of Recommended Concepts

[discussion of proposed plan, prioritized concepts, decision analysis for recommendation]

B. Supporting Analysis

[support from tools assessing work load, resource availability, schedule – Ray's spreadsheet outputs]

IV. Schedule

[Using priority rankings, level of effort scoring, and task for skillsets, create schedule of concepts proposed for the next 1, 2, and 5 years]

[inset MP schedule or visio gantt chart]

Appendix A: Concepts

[this section includes information from Change Request Form (CRF) on each concept as well as level of effort scoring and skills needed on task force, if applicable – fill out this one time for each concept]

A. Change Request Form Info

[Include sponsors/co-sponsor information, type of change requested, timing requested, description of change, and impact of change from CRF – this is directly from the CRF]



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B. Metrics

[Level of Effort: Include level of effort to address requested change from working with Program Administrator (PA)/ Program Operator (PO)]

Include any other metrics relevant to this concept

This is new information provided by PRC/PA/PO]

C. Categorization

[In this section, include the recommendation about whether this proposal should be given a high, medium, or low level of priority in the workplan schedule. Provide the reasoning the PRC used to make this designation]

D. Task Force Information

[If recommending that this concept move to a task force (e.g. high priority), check the boxes for what skillsets would be needed on the task force]

Skills: Transmission System Power Marketing Legal Regulatory Financial

Resource-specific: please specify resource type

Other: please specify