



WESTERN
POWERPOOL

Western Resource Adequacy Program

301 Program Review Committee
Workplan Development and
Approval

300 – Stakeholder Engagement

Revision History

Manual Number	Version	Description	Revised By	Date
301	0.1	RAPC Glance Version	Rebecca Sexton	9/19/2023
301	0.2	Public Comment Version	Rebecca Sexton	9/21/2023
301	0.3	RAPC & PRC Discussion	Rebecca Sexton	11/9/2023
301	0.4	RAPC Endorsement	Rebecca Sexton	11/29/2023
301	0.5	Board Consideration	Rebecca Sexton	11/30/2023
301	1.0	Board Approved	Rebecca Sexton	12/6/2023
301	2.0	2024-NTFP-2 Edits	Katie Gregor	1/27/2025
301	3.0	Annual BPM Review	Elise Mousseau	3/19/2026



Table of Contents

301 Workplan Development and Approval.....	3
1. Introduction	3
1.1. Intended Audience.....	3
1.2. What You Will Find in This Manual	3
1.3. Purpose	3
1.4. Definitions.....	4
2. Background.....	4
3. Change Request and Workplan Development Timeline.....	5
4. Change Request	5
4.1. Change Request Form.....	5
4.2. Compilation of Concepts.....	7
4.3. PRC Review of Concepts.....	7
4.4. Level of Effort Review	8
5. Workplan Development	8
5.1. PRC Development of Workplan	8
5.2. Draft Workplan Review Process.....	9
5.3. Workplan Approval	9



301 Workplan Development and Approval

1. Introduction

When a change to the [Tariff](#) or Business Practice Manuals (BPMs) is requested by a stakeholder, the established process and criteria for reviewing proposed amendments by the Program Review Committee (PRC) will be utilized. This process has two stages – Workplan Development and Approval (*BPM 301*) and Proposal Development and Consideration (see [BPM 302](#)). This PRC Workplan Development and Approval BPM describe the change request management process through the Workplan development stage. Section 4 [Change Request](#) describes the process of submitting a Change Request Form and review of submitted requests by the Program Administrator and the PRC. Section 5 [Workplan Development](#) outlines the process by which a Workplan is developed, reviewed, and approved.

1.1. Intended Audience

BPM 301 is intended for use by the Western Power Pool (WPP) Board, PRC, Program Administrator, Program Operator, and other interested individuals or entities. This BPM will be particularly useful to stakeholders submitting Change Request Forms and the PRC (which holds responsibility for Workplan development).

1.2. What You Will Find in This Manual

This document includes material relevant to the WRAP change control process, including the method by which Change Request Forms are submitted by the public, reviewed by the Program Administrator and the PRC, and subsequently implemented into a PRC-developed Workplan.

1.3. Purpose

BPM 301 provides an overview of the change request and review process for proposed changes to the [Tariff](#) and BPMs. The intent of all stakeholder engagement-related BPMs (BPMs in the 300 series) is to ensure that changes to the [Tariff](#) and BPMs are undertaken transparently.

Nothing in BPM 301 changes in any way the ultimate authority of the independent Board over all aspects of WRAP, or the Board's exclusive authority under Section 2.1 and Section 3.1 of the [Tariff](#), to approve WPP to file, and direct WPP to file, [Tariff](#) amendments under Federal Power Act Section 205.



1.4. Definitions

All capitalized terms that are not otherwise defined in BPM 301 have the meaning set forth in the [Tariff](#) or in another BPM:

Lead Sponsor: The individual identified on the Change Request Form as the Lead Sponsor.

Change Request Form: A form available on the WPP website by which an individual may submit a Concept.

Concept: A suggested change to the [Tariff](#) or BPMs.

Non-Task Force Proposal: A Concept that could be implemented without being further developed into a Proposal by a Task Force.

Proposal: A detailed description of a Concept identified in a Board approved Workplan.

Workplan: Plan of action that identifies Concepts for possible development into Proposals.

Task Force: A group charged with developing a Concept into a Proposal ready for public comment.

2. Background

The PRC is a multi-sector stakeholder committee charged with receiving, considering, and proposing design changes to the WRAP. The PRC will act as the clearinghouse for all recommended design changes not specifically identified as exigent by the Resource Adequacy Participant Committee (RAPC) (see [BPM 303 Expedited Review Process](#) for additional detail on such changes). Recommended changes may come from any stakeholder.

The PRC will be provided with facilitation support from the Program Administrator and program design/technical support from the Program Operator, as needed. If a stakeholder wishes to request changes to the WRAP, the stakeholder should submit a written explanation of the requested change, including any supporting information or data, to the PRC via the Change Request Form located on the WPP's website.

The PRC will review and prioritize requested changes into a draft Workplan (suggesting which Concepts will be developed into Proposals) and schedule; the Workplan will be reviewed by all WRAP-related committees and the public before being approved by the Board.



3. Change Request and Workplan Development Timeline

Activity/Milestone	Deadline	Process Owner
Final day to submit Change Request Forms	December 31 st	Lead Sponsor
Concept compilation delivered to PRC	January 15 th	Program Administrator
PRC prioritization of Concepts	January 15 th - February 1 st	PRC
Level of effort review	February 1 st - February 15 th	Program Administrator/Program Operator
Completion of draft Workplan	February 15 th - March 15 th	PRC
Stakeholder comment period	March 15 th - April 15 th	Stakeholders
Revision of Workplan	April 15 th - May 15 th	PRC
Distribution to the Board	May 15 th	Program Administrator
Board approval of Workplan	June 30 th	Board

4. Change Request

At any time, Participants, the Committee of State Representatives (COSR), the Board or any of its members, other WRAP-related committees, stakeholders, or the public can suggest a change to the [Tariff](#) or BPMs. Such a change request will go through the PRC change control and stakeholder review process. Section 3 shows the change request timeline from the submission of the Change Request Form to Board approval of a Workplan.

4.1. Change Request Form

A suggested change to the [Tariff](#) or BPMs is initiated via submission of a Change Request Form. This form is available on the WPP website. A Lead Sponsor will be identified on each Change Request Form. For a Change Request Form to be considered

complete, the following information will be provided (required information is indicated by *):

- **Lead Sponsor Information***
 - Name, Title, Organization, Email, Phone Number, Date of Submission
- **Summary of Request***
 - Brief overview of requested change, limited to 100 characters
- **Co-Sponsor(s) Information**
 - Name, Title, Organization, Email, Phone Number - *Recorded in the case of more than one person or organization submitting a change collaboratively*
- **Designation of the type of change requested***
 - Correction (i.e., revision of erroneous language or language that needs clean-up for grammatical errors or inconsistency across governing documents - no change to intent or policy)
 - Clarification (i.e., language revision to better represent intent - no changes to functionality or policy)
 - Enhancement (i.e., language revision to expand upon existing intent or functionality)
 - New provision, criteria, protocol, or business practice (i.e., additional language to accommodate new policy or new functionality)
 - Change (i.e., a change in the existing policy – will replace existing language)
 - Other (i.e., changes that do not fall into the categories listed above)
- **Description of Change***
 - Description of the issue*
 - Proposed solution to the issue described
 - Identification of the document (e.g. [Tariff](#) or specific BPM) and/or language within such document to which a change is recommended, and/or recommended language to execute the proposed change
- **Impact of Change***
 - Benefits from making this change*
 - Any data or information available that would characterize the importance or magnitude of the issue (including file attachments as required)
- **Flag as Non-Task Force Proposal**
 - Indication that the Lead Sponsor proposes the Concept could be implemented without being further developed into a more detailed Proposal by a Task Force.

Change Request Forms can be submitted at any point during the year. The Program Administrator will inspect submitted Change Request Forms within 15 days of their



submission and inform the Lead Sponsor if the Change Request Form is incomplete. An incomplete Change Request Form may not receive further consideration until it has been completed. After the Lead Sponsor is notified of an incomplete Change Request Form they will be given the opportunity to provide revisions and must re-submit a complete form.

In the event that similar Concepts are requested by more than one stakeholder, the Program Administrator may recommend co-sponsorship of the Concept to the Lead Sponsors of similar Concepts; Lead Sponsors can determine whether to withdraw their individual submissions and resubmit a Concept as co-Sponsors at their will.

If a Concept is flagged as a Non-Task Force Proposal and the Program Administrator agrees the Concept can proceed as a Non-Task Force Proposal, the Program Administrator and Lead Sponsor will present the Change Request Form to the PRC for consideration at the next scheduled PRC meeting. If the Program Administrator, or subsequently the PRC, determines that the proposed Concept is not a Non-Task Force Proposal then the Change Request Form will be modified to remove the Non-Task Force Proposal designation and proceed in the same manner as any other Change Request Form unless it is withdrawn by the Lead Sponsor.

On December 31 of each year, the Program Administrator will compile all Change Request Forms completed and submitted in that calendar year and begin an initial review January 1 the following year. Incomplete forms submitted after December 16 will not be considered in the following year's Workplan.

4.2. Compilation of Concepts

The Program Administrator will compile all completed Concepts (those not flagged as Non-Task Force Proposals) and deliver this list (and the Concept submissions) to the PRC by January 15 to facilitate the start of its Workplan development.

In the event that similar Concepts are requested by more than one stakeholder and the Lead Sponsors of the similar Concepts elected to maintain separate Concepts, or time did not allow for the Program Administrator to notify the Lead Sponsors of the similar Concept, the Program Administrator will note such similarity to the PRC and notify the Lead Sponsors not previously notified.

PRC review and processing of Non-Task Force Proposals is discussed in Section 5.3.1.1.

4.3. PRC Review of Concepts

The PRC will prioritize Concepts received in the compiled list according to a PRC-determined method involving established criteria. The PRC will aim to reach agreement



on prioritization via consensus, however, given a situation where consensus is not achieved, the PRC will vote on a prioritized slate of Concepts.

This prioritization process will be complete by February 1.

4.4. Level of Effort Review

Once the Program Administrator receives the prioritized Concept list, the Program Administrator will work with the Program Operator to give each Concept in the list a level of effort ranking. This level of effort ranking will include a description of the requirements for addressing each Concept (Program Administrator and Program Operator support, Participant engagement, etc.) as well as the anticipated timeline. The PRC will be supplied with the criteria used to determine the level of effort ranking. The level of effort review will be completed by February 15.

5. Workplan Development

Once the Concepts have been reviewed, prioritized, and given a level of effort score and description, the PRC will begin annual Workplan development.

5.1. PRC Development of Workplan

The Workplan will include the following:

- 1) Executive Summary
- 2) Background
- 3) Proposed Plan
- 4) Summary of Recommended Concepts
- 5) Supporting Analysis
- 6) Schedule

The schedule will include a high-level timeline for each Concept recommended for development into a Proposal. Such schedules will include Proposal development but will not include potential timelines for implementation (implementation timelines will be determined as part of the Proposal development process - see [BPM 302 PRC Proposal Development and Consideration](#)). The schedules for Workplan implementation may extend beyond a single year. In years where a Workplan is under development at the same time as a prior Workplan is being executed, the new Workplan will account for the past year(s) Workplan(s) and provide an updated combined schedule.

The Workplan will include appendices providing reviewers of the proposed Workplan insight into the recommendations of the PRC and the decision-making process. At minimum, appendices for the Workplan will include all relevant completed Change Request Forms, any metrics or categorization methods used to evaluate and prioritize



Concepts, and information regarding the proposed Task Forces (e.g. Task Force size, subject matter expertise) for Proposal development of each Concept.

5.2. Draft Workplan Review Process

The PRC will publish a draft Workplan for review on March 15.

5.2.1. Stakeholder Review

The draft Workplan will be published on the WPP website on March 15 and open to comment until April 15. During this time the RAPC, COSR, and the public may review and submit comments on the draft Workplan. The Program Administrator and Program Operator may provide comments concurrently at this time.

5.2.2. Comments Intake

At the end of the comment period on April 15, the Program Administrator will compile all comments received and distribute them to the PRC. The PRC will review the comments provided and revise the draft Workplan as it sees fit. This revision process is allocated four weeks and will be completed by May 15.

Prior to Board distribution, the PRC will create a summary of comments received, including a narrative describing why they were or were not addressed. The full set of comments will be attached to the draft Workplan as an appendix. The revised draft Workplan will be distributed to both the Board, RAPC, and also posted publicly by May 15.

5.3. Workplan Approval

The revised draft Workplan will be presented to the Board of Directors. The Board will consider and act on the Workplan in public session no later than its next quarterly board meeting, during which RAPC and other stakeholders will have the opportunity to express any opinions in public comment. Board approval of a Workplan will trigger implementation and Proposal development (see [BPM 302 PRC Proposal Development and Consideration](#)). The Board will determine the appropriate next steps if it does not approve the Workplan or seeks amendments.

5.3.1.1. Consideration of Non-Task Force Proposals

If the PRC determines that a Change Request Form meets the Non-Task Force Proposal criteria, the Non-Task Force Proposal will proceed to the Proposal review and approval processes, as detailed in [BPM 302 PRC Proposal Development and Consideration](#).

