

# **SRSG Operating Procedure No. 9**

## **System Enhancements**

Issue Date 5/1/98

Revision Date 9/23/03

### **1. Purpose**

The purpose of this document is to establish a methodology for requesting system enhancements, obtaining approval, establishing cost responsibilities, and to assure successful implementation of approved enhancements.

### **2. General**

The Parties acknowledge that the SRSG Administrative Site System, individual Party Site Systems and communications systems will require updating and expansion to respond to changing requirements and technology enhancements.

### **3. Requesting a Modification**

The Party requesting a modification shall provide a written report to the Operating Committee which:

- Describes the desired outcome;
- Evaluates the impact the proposed modification may have on other Parties as well as on the requesting Party;
- Evaluates the impact on the SRSG 's ability to maintain WECC & NERC compliance;
- Describes all additional reporting requirements for the Administrator and other Parties.

### **4. Approval Process**

#### **4.1 Documentation**

The Party requesting a modification shall submit the supporting data described in Section 3 above to the SRSG Administrator a minimum of 15 days prior to the next scheduled Operating Committee meeting for consideration. The Administrator shall coordinate with the SRSG Operating Committee chair to include the request with supporting documentation in the Meeting Agenda Packet.

#### 4.2 Consideration of Requests

The approval process for modifications other than minor modifications described in 5.1. below require a two step approval: preliminary and final.

#### 4.3 Preliminary Approval

After preliminary approval of a formal request of a Party by the Operating Committee, the Administrator shall develop a cost estimate and an impact assessment that will be presented to the Operating Committee for final consideration.

#### 4.4 Final Approval

Final approval shall be in accordance with voting requirements of the Participation Agreement.

### **5. Minor Modifications**

5.1. Minor modification of application software, and displays may be made without approval of the Operating Committee if they meet the following criteria: a) there will be no operational impact on individual party operations; and b) the cumulative estimated cost during a budget cycle shall not exceed \$2,000. The Administrator shall provide a report to the Operating Committee regarding minor modifications made.

5.2 No modification shall be made without formal approval of the Operating Committee if a Party or Parties ability to receive or deliver reserves will be impacted due to the proposed modification. The Administrator shall be prohibited from providing a Party with the ability to infringe on the contractual rights of a Party via data entry (certain fields will be password protected).

#### 5.3 Implementation

- Administrative Site System modifications will be implemented by the Administrator as soon as practical after Approval by the Operating Committee.
- The Administrator shall provide a minimum of seven (7) days prior notice to the Parties prior to activation.
- Each Party will acknowledge modification or system updates within 24 hours of implementation at the Party Site System via e-mail to the Administrator.

- Testing and verification shall be completed within 72 hours of Party acknowledgment or as coordinated.
- Administrative Site System documentation shall be modified by the Administrator within 7 days of successful testing and will be distributed to each Operating Committee representative immediately thereafter via electronic posting on the Party Site System and e-mail to all Operating Committee representatives.