

# **SRSG Operating Procedure No. 9**

## **System Enhancements**

Issue Date: 5/1/98

Revision Date: 7/20/11

### **1. Purpose**

The purpose of this Operating Procedure No. 9 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 Reserve Sharing System (RSS), communications systems, and individual RSS terminals will require updates and expansion in response to changing requirements and technology.

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

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

3.1.1 The desired outcome

3.1.2 The impact the proposed modification may have on other Parties as well as the requesting Party

3.1.3 All additional reporting requirements for the Administrator and other Parties

### **4. Approval Process**

4.1 The Party requesting a modification shall submit supporting data described above to the SRSG Administrator at least 15 days prior to the next scheduled Operating Committee meeting for consideration.

4.2 The Administrator shall coordinate with the SRSG Operating Committee chair to include the request with supporting documentation in the meeting agenda packet.

4.3 The approval process for major modifications (in excess of \$2,000) require preliminary and final approval.

4.3.1 Both preliminary and final approval shall be in accordance with voting requirements of the Participation Agreement.

- 4.3.2 After receiving preliminary approval of a Party's formal request 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 The Administrator may implement a minor modification without approval of the Operating Committee if it meets the following criteria:
  - 4.4.1 There will be no operational impact on individual party operations.
  - 4.4.2 The cumulative estimated cost during a budget cycle shall not exceed \$2,000.
- 4.5 The Administrator shall provide a report to the Operating Committee regarding minor modifications made.
- 4.6 If a minor modification impacts a Party's ability to receive or deliver reserves, the Administrator shall seek approval from the Operating Committee before implementation.

## **5. Testing / Implementation**

- 5.1 The Administrator shall give all affected Parties sufficient opportunity to test the enhancement in the test system before implementation.
- 5.2 Tests shall be performed in coordination with the Administrator.
- 5.3 The Administrator shall update all RSS documentation within 7 days of successful testing and will notify each Operating Committee representative immediately thereafter in an e-mail and via message posting on the RSS.
- 5.4 After receiving final approval by the Operating Committee the Administrator shall implement the modification as soon as practical.
- 5.5 The Administrator shall ensure data fields are password protected in order to ensure that one Party may not infringe on the contractual rights of another Party via data entry.
- 5.6 The Administrator shall provide all Parties at least 7 days advance notice prior to implementation.