

# System Personnel Training Standard Drafting Team

## Project Plan

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- *Standards Process manager needs to send a survey to every entity in the Registered Ballot Body to develop a ballot pool*

### April 15, 2005 – Alexandria, VA - Complete

#### PS/Standards Drafting Team meeting

- Chair will open a discuss on the development process and action plan to complete work on drafting an industry standard for training
- Chair appoint drafting team members, including a team lead, to work in three teams that will be responsible for drafting various portions of the training standards as follows:
  - Team 1 – **John Taylor, Ray Gross, Geoff Elmer and Rick King**
    - Draft the process portion of the training standard that outlines the process that organizations will use to determine their individual training program needs
    - Supplement the draft with supporting references
  - Team 2 – **Donnie Harrell, Sanjay Dutta, Brent Hebert, James Bradley and (David Folk)**
    - Draft the prescriptive portion of the training standard that outlines the minimum training requirements for various organizations based on the NERC Functional Model
    - The prescriptive portion of the training standard will also include methods of evaluation of training that are consistent with other training models and NERC standards
    - Supplement the draft with supporting references
  - Team 3 – **Earl Cass, Kent Grammer, Mike Wells, Larry Alderink, and (Don Boyer)**
    - Draft a description of the compliance monitoring process and levels of compliance including sanctions
    - Supplement the draft with supporting references, and compliance templates

*This item has been completed. Drafting team has divided into three subgroups to work on the development of the training standard.*

### April – May 2005

The three teams will continue to refine their deliverables using email and/or Webex meetings. John Theotonio will coordinate with these teams to set up the necessary conference calls and Webex meetings.

### May 22, 2005

FERC to finalize its system operator training study Phase 1 interim report

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### June 6, 2005

The three teams will work to finalize their drafts. As the drafts are completed, the team leads will forward the documents to John Theotonio who will combine the drafts into a composite documents. John will forward the composite draft to all the drafting team members for their review prior to the regular June 14-16, 2005 meeting.

The drafting team will review (if made available to NERC) FERC's Phase 1 interim report to include any findings into the training standard.

### June 14-16, 2005

PS/Standards Drafting Team meeting

- The drafting team will review the composite draft standard to address issues that arise. As needed, the three teams will meet separately during this meeting to modify their portion of the draft standard. Once each team reconciles its issues, the complete drafting team will review the standard to finalize any required changes.

### July 8, 2005

John Theotonio will incorporate all changes into the composite standard and ready the document for review. John will email this document to the drafting team who will review the document by July 20, 2005

### July 28, 2005 – via conference call and Webex meeting

The drafting team will review data from the NERC System Operator Training Program study and the FERC Training Program survey to determine additional areas that must be incorporated into the training standard. This should be done as soon as data from these two studies is available. Drafting team may need to schedule a meeting, conference call or Webex meeting to incorporate material from these studies into the training standard.

### August 15, 2005

The drafting team will review the draft of the training standard. The drafting team will work on preparing the standard for public posting for industry comments.

### August 14, 2005

**FERC to finalize its system operator training study Phase 2 interim report**

### August 23-25, 2005

PS/Standards Drafting Team meeting

The drafting team will finalize the training standard for submittal to the NERC Reliability Standards director for its initial public posting for comments.

- Public posting will be either 30 or 45 days, as determined by NERC Reliability Standards director, and the Standards Authorization Committee (SAC)
- NERC will compile public comments for the drafting team to review and respond
- First public posting may occur no later than September 2005

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- Team 3 should liaison with the CCC to determine if compliance measures are adequate and if any field testing is required

The drafting team will review (if made available to NERC) FERC's Phase 2 interim report to include any findings into the training standard.

September 4, 2005

FERC to finalize its system operator training study Phase 3 interim report

October 16, 2005

FERC to prepare and submit its system operator training study final report

October 18-20, 2005

PS/Standards Drafting Team meeting

- Drafting team to meet to respond to public comments and modify the training standard as needed (changes should be done in red-line version to show changes)
- Drafting team will prepare the training standard for a second public posting
- Post the standard for a second round of comments

The drafting team will review (if made available to NERC) FERC's final report and recommendations to include any findings into the training standard.

November 21, 2005 – via conference call and Webex meeting

- Drafting team will review comments received on the second posting of the training standard, and incorporate any changes that are required
- Drafting team will prepare a final draft of the training standard and determine if the standard is ready for balloting

December 13-15, 2005

PS and Drafting Team meeting

The drafting team will meet to finalize the standard for balloting

- Drafting team will submit the draft training standard to NERC and request SAC to post the standard for balloting
- Balloting should occur no later than December 2005
- Drafting team may be required to address comments received during balloting, and prepare the training standard for a second balloting
- Completed standard, if approved during balloting, will be sent to the NERC Board of Trustees for adoption by (need day here)

January 2006 (need to finalize deadline)

Based on the results of balloting, the drafting team may need to meet again to review any comments received during balloting and prepare the standard for a final balloting.