

Project Management and Oversight Subcommittee Scope

Purpose

The Project Management and Oversight Subcommittee (PMOS) works with the Standards Committee (SC) and NERC staff to support the standard development process with a special focus on supporting efficient completion of projects. The PMOS reports to the full Standards Committee and this scope is subject to their approval.

Responsibilities the PMOS shall have, at a minimum, the following duties:

1. Support the Standards Committee's oversight of the Standards Development process by providing project management resources and actionable recommendations to address Standards process issues and increase productivity and quality to reach consensus and/or meet its milestones and deadlines.
 - a. Assign a primary PMOS liaison(s) for each active standard development project who will provide oversight and support and maintain regular contact with the Drafting Team Chair and NERC Standards Developer.
 - i. Assign a secondary liaison to support the primary liaison as a backup when needed.
 - b. Advise the Standards Committee on Standards Committee actions outlined in the Standard Processes Manual. Actions include:
 - i. Authorization of Standard Drafting
 - ii. Authorization to post Initial Draft Standard for Formal Comment and Ballot
 - iii. Actions permitted under Section 3.4 in the Standards Process Manual
 - c. Perform actions as delegated by the Standards Committee. Actions include:
 - i. Approval of project schedules as referenced in Standard Processes Manual Section 4.4.1
 - d. Work with the SC Chair, Vice Chair, and NERC Standards Developer to support Drafting Teams to actively gain stakeholder engagement throughout all project activities. Engagement approaches may include, but are not limited to, outreach to individual industry SMEs and trade associations and webinars and workshops.
2. Work closely with NERC staff and the DTs to establish milestones and deadlines for all SC work activities relating to standard development, up to and including NERC Board of Trustees approval.
 - a. Assist NERC staff with the development of an initial project schedule for approval by the PMOS as delegated by the SC;
 - b. Actively monitor and assist NERC staff in the oversight of DT milestones and deadlines, extending or expediting milestones and deadlines as appropriate;

- c. Work with NERC staff to monitor project management tools, such as dashboards and project tracking and communicating the status of projects, including the reasons for and plans to address any schedule deviations; and
 - d. Track the status and alignment of project timelines of all existing and pending Reliability Standards projects. The timelines should ensure resources are used efficiently.
3. At the conclusion of a Standards Development project, facilitate a final meeting with the NERC Developer and Standard Drafting Team to capture lessons learned from the project.

Membership

1. PMOS membership and participation is open to SC members and parties who are interested in supporting the reliability of the bulk power system¹¹.
2. The need to add or replace members will be evaluated at least annually and nominations for new members may be solicited as necessary. The PMOS officers will select the new PMOS members.
3. The size of PMOS will be determined by the workload needs of the Subcommittee.
4. Members will serve two-year staggered terms with no term limits.
5. The SC Chair and Vice Chair may participate in and support the PMOS as non-members.
6. A NERC staff member will be assigned as the non-voting PMOS Coordinator.

Officers

1. The SC Chair will appoint the PMOS officers (Chair and Vice Chair) for a specific term (generally two years).
2. The PMOS may recommend officer candidates for the SC Chair's consideration following a supporting motion by the PMOS membership. This may be via a nominating committee and/or election.
3. The PMOS officer appointment will be made at the third quarter SC meeting.
4. At least one PMOS officer must also be a member of the SC.
5. The PMOS Chair or Vice Chair will set the agenda and preside over the meetings and calls.
6. PMOS officers will generally serve two-year terms with no term limits.
7. The PMOS Vice Chair should be available to succeed the PMOS Chair.

¹ [NERC Rules of Procedure OP Sec 304 Part 1 Openness](#)

Reporting

1. The PMOS is accountable to the full SC and the PMOS leadership will report jointly with NERC staff on the status of all DT activities and any issues at regularly scheduled SC meetings and calls.
2. PMOS primary or secondary liaison reports at regularly scheduled PMOS meetings on the projects regarding the status and metrics being tracked as stated above as detailed in the PMOS liaison job aid.

Meetings

1. The PMOS will generally follow the approach used by the SC.
2. Meetings to occur monthly or as needed. Emphasis will be given to conference calls and web- based meetings but quarterly will occur in conjunction with the scheduled in-person Standards Committee meetings
3. Members of the PMOS may not send a proxy.
4. PMOS meetings are open to any and all interested parties, subject to any preregistration meeting requirements included in the meeting announcement.