

PJM Conference and Training Center
July 21, 2016
10:30 a.m. – 12:00 p.m. EPT

Welcome (10:00-10:05)

1. Overview

- Jim Gluck, PJM, provided an overview and discussed the goals of the Tech Change Forum. The group was created to coordinate, consolidate and share information about planned changes as well as to increase visibility of changes to PJM tools and technology. Jim described the three main purposes of the forum: (1) provide change awareness, (2) provide product feature updates and demonstrations, and (3) to provide technical details with a focus on technical teams as part of the second day agenda.
- Questions were asked if the Tech Change Forum was the place for stakeholders to identify and discuss existing application problems as well as identifying others with similar issues and when there would be a fix. Gluck responded that although it is not indicated on the slides, the forum is dedicated to receive member feedback and ideas about the process/products PJM provides. Time will be set on the agenda during each meeting for members to provide feedback. Business rule changes will still be managed at other committee meetings.
- Gluck stated that PJM will provide information we have regarding tool updates/changes in a timely manner along with a more consistent mechanism to communicate this information. The main intent of this session is to find out what information the members would like to know and how to receive it.

2. Review Agenda

Tech Change Forum Charter (10:05-10:20)

3. Discuss charter & gather feedback

- Gluck reviewed the Tech Change Forum charter. In summary, the charter revolves around change awareness and focusing the discussions on the appropriate audience (stakeholder development teams, vendors and end users of the tools). Meetings will be held on a monthly basis as well as holding "special" sessions in between for further details on a specific product. The Tech Change Forum will tie back to other committee groups that currently discuss specific tools and processes. The forum will heavily utilize email for communication and coordination, specifically via the Tech Notify list.
- Several questions came up in regards to the Charter.
 - One question was in regards to how feedback will make its way to other committee meetings if this group is not authorized. For example, if PJM wants to make changes to make processes easier, will attendees of the Tech Change Forum receive this

information? Gluck indicated that the Tech Change Forum will be used as a mechanism to hear feedback from anyone. PJM business owners and technical leads will be available in each meeting going forward to provide answers on specific questions.

- Another question was in regards to the role of the Tech Change Forum. Gluck responded that the Tech Change Forum will be the vehicle to consume the feedback and then work with the business teams to drive it out. Feedback will then be brought back to the forum. Business owning teams will work with the customer directly if this will only impact one customer.
- The last question was in regards to how updates will be made to the OC/MC/MIC. Gluck stated that the Tech Change Forum will not go through the normal committee structure. If a topic warrants socializing with a member group, that will be done.

Standard Agenda and Template Review (10:20-11:30)

4. Discuss standard agenda

- Gluck provided a detailed review of the standard agenda at the Tech Change Forum. The group will initially receive feedback as well as provide updates that have come up during past meetings. The group will review initiative roadmap updates, specific product updates, upcoming changes, review recent technical production issues as well as bring awareness of future product meetings and discussions.

5. Discuss Initiative Roadmap template

- Gluck reviewed the initiative roadmap template that will be used in the Tech Change Forum. Data within the template will relate back to change/release details.
- Feedback was provided to include the following in the initiative roadmap:
 - detail any changed formats or data items/definitions that market participants will have to support
 - allow ability to have teams work ahead of sandbox window to easily implement and release with PJM
 - with new DR Hub initiative – possible to begin providing technical planning so the participants can begin development
 - Gluck indicated that the topics listed above will be covered in the technical session. Dates will be communicated when the environment will be available as soon as possible. If there is a preference to how the dates should be displayed please send that feedback to techchangeforum@pjm.com.

6. Discuss Product Release template

- Gluck reviewed the product release template that will be used with the Tech Change Forum. He indicated that as products change PJM wants to provide information about the release to end users.
- Reviewed template and requested feedback
- Feedback was provided to include the following in the product release notes:
 - Provide a formal post implementation review a few weeks or a month out. Allow a check-in with users on any initial problems.
 - Gluck stated that this information can be included as a formal agenda item in the next Tech Change Forum meeting.

2017 Planned Work (11:30-11:45)

7. Review work planned for 2017 and gather feedback

- Gluck notified the group that the 2017 Planned Work document has been posted on PJM.com a few weeks ago to provide insight to the plan for 2017. The level of detail within the document attempts to gauge impact and level of impact.
- Questions and feedback were received in regards to the future planned work initiatives:
 - Will there be any indication of when the change/update will happen in that year (Q1/Q2/all year)?
 - Gluck stated that at this point, we have only been tasked to create the list based on PJM's internal process; the list will be improved based on member feedback and incorporate earlier into the process going forward.
 - For the expected 2017 Impact column, is that impact on PJM or on the market participant?
 - Gluck mentioned the impact to each member is different but PJM is trying to focus on a general impact to the market participants.
 - Is there an impacted queue to be determined on the level of impact for market participants; PJM may not always guess the level of impact for the member properly. Can we know beforehand to assess an impact via a discovery phase?
 - Gluck stated PJM will provide any information we can to help assess the impact within your organization. Please let us know what you'd like to see.

General Feedback (11:45-12:00)

- Gluck indicated that members of the Tech Change Forum should register for Tech Notify in order to receive the most up to date information.



Tech Change Forum

Future Forum Topics (0:00)

September 27, 2016 – Tech Change Forum – Product Preparedness - (4 hours)
September 28, 2016 – Tech Change Forum – Technical Implementation (2 hours)

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