

AEIC Power Delivery Project Management Subcommittee

CHARTER:

Name: AEIC

Power Delivery Project Management Subcommittee

Date: 04/20/2015

SCOPE:

Purpose/Goal: *(What is the purpose of the Committee? What are we trying to achieve?)*

- Establish a Transmission, Substation & Distribution focused, Electric utility only, Project Management forum
- Electric utility only participation with the primary focus on Transmission, Substation, and Distribution projects
- This includes any associated topics that arise when managing Transmission, Substation & Distribution projects
- Openly share organizational information relating to project management
 - Organizational structure
 - Job descriptions/levels
 - Development, professional affiliations/training
 - Contracts, alliances and partnerships
 - Project management/controls processes
 - Portfolio management processes
 - Best practices, examples and lessons learned from successes and failures
 - Individual utility's adherence to industry standard project management techniques
- Project Management tools
 - Integration and utilization of software tools
 - Estimating – software, methodology, effectiveness
 - Scheduling – software, methodology, effectiveness
 - Trends in PM software and potential utilization within the utility T&D sector

Operating Assumptions: *(What are the "givens" or operating assumptions for the Committee?)*

- The AEIC Power Delivery Project Management Subcommittee will:
 - Meet semi-annually rotating the host among participating utilities
 - Provide an open forum with the goal of achieving excellence in the discipline of project management
 - Promote consistent and effective project management practices in the T&D sector of the utility industry
 - Membership limited to electric utilities
- The AEIC Power Delivery Project Management Subcommittee will have a chair, a vice chair and a secretary
- If an officer assumes different responsibilities within the utility organization, the following will occur:
 - If the chair leaves, the vice chair will assume the chair position and the secretary will become the vice chair and the secretary will be elected
 - If the vice chair leaves, the secretary will assume the vice chair position and the secretary will be elected
- The chair, vice chair and secretary assignments will be (2) years each; electing a new secretary every two years with the other officers moving up and the chair rotating off

- The AEIC Power Delivery Committee will assume the role of advisory board
- In order to obtain access to all documentation and information created by the AEIC Power Delivery Project Management Subcommittee
- There are no membership fees to join the AEIC Power Delivery Project Management Subcommittee; however your utility must be an AEIC member

Objectives: *(What value should this Committee produce? What will success look like?)*

- Strong Electric utility interest and participation in the AEIC committee
 - Geographical diversity
 - Strong T&D emphasis
- Project Management process, practices and tools are utilized consistently across utilities
- Promote project management as a valued discipline across organizations supported by corporate recognition, funding, training, tools and staffing

Deliverables: *(What specific end product or service will we produce and/or offer, by what date and at what cost?)*

- Committee meeting presentations posted for reference on website

AEIC Power Delivery Project Management Committee “Not To Dos:”

Stakeholder Analysis: *(Who are our stakeholders? What do they expect? What are their needs/requirements?)*

- AEIC Power Delivery Group
 - They expect a Project Management subcommittee that will help project management become a universal skill throughout the Electric Utility with a focus on Transmission, Substation, and Distribution construction
- Utility Leadership
 - Better project controls and management seen through more accurate cost/schedules and project scopes.
- Utility Project Managers
 - Better tools to implement and manage projects better

Success Measures: *(How will success be measured? What measures will be used and by whom and when?)*

- Participation from additional utilities
 - Increasing geographical diversity
- Completing the online library of past presentations

Roles & Responsibilities:

ROLES & RESPONSIBILITIES: Chair

- Facilitate bi-annual meetings
- Identify host utilities
 - Main point of contact for host
- Coordinate timing of PM committee meetings assuring a viable agenda and host utility
 - Communication regarding meetings to membership
- Interactions with AEIC staff
 - Main point of contact

- Facilitate/authorize member driven surveys/information gathering
- Promote the PM committee, keeping core utility participants energized and encouraging other utilities to participate
- Provide minutes to AEIC power delivery group at the spring and fall meetings

ROLES & RESPONSIBILITIES: Vice-Chair

- Develop agenda for future meeting
 - Identify topics
 - Identify presenters
- New and former utility member outreach
- Promote the PM committee, keeping core utility participants energized and encouraging other utilities to participate

ROLES & RESPONSIBILITIES: Secretary

- Record and maintain committee business meeting minutes
- Website coordination oversight
 - Maintain utility single point of contact membership list
 - Maintain overall membership list
 - Post presentations including consent forms
 - Work with AEIC web staff
- Develop/own framework to allow host utilities to track attendees and collect meeting fees
- Promote the PM committee, keeping core utility participants energized and encouraging other utilities to participate

ROLES & RESPONSIBILITIES: Utility Participants

- Attend and actively participate in committee meetings
- Suggest agenda items and participate in round table discussions
- Present PM related changes, updates, best practices at your utility to the group
- Support other members by responding quickly to request for information or assistance
- Volunteer to host committee meetings

ROLES & RESPONSIBILITIES: Host Utility

- Coordinate accommodations and logistics for meeting
- Provide key note speaker/topic for opening remarks
- Host content driven working meetings

ROLES & RESPONSIBILITIES: AEIC Power Delivery Committee – Advisory Board

- Include PM committee overview presentations on committee agendas
- Review evolving goals & objectives providing longer-term direction
- Provide vision, ensuring broad-based and sustainable value to AEIC utilities
- Recommend participants for the PM committee
- Promote PM committee with other contacts within industry