



## Stakeholder Process Template Descriptions

Several templates are available to PJM stakeholder groups, i.e. task forces, subcommittees, and committees, to facilitate the Consensus-Based Issue Resolution (CBIR) process. Below are a brief description of each and its purpose. The templates are listed in order of probable chronological use for a typical issue moving through the CBIR process, rather than alphabetically.

### **Template Locations:**

PJM Wired on the [PJM Stakeholder Process page](#)  
pjm.com on a link from the [Committees & Groups page](#).

Contact [Dave Anders](#), [Amanda Egan](#), [Janell Fabiano](#), or [Michele Greening](#) with any questions.

### **Problem/ Opportunity Statement**

Typically drafted by PJM, a stakeholder or group of stakeholders and used to present a new issue to a parent Standing Committee (MIC, OC, PC, or MRC) for consideration to be undertaken in a stakeholder process. This is a clear statement of the issue to be resolved, situation to be improved, and/or the opportunity to be seized, and is informational only (no vote required).

### **Issue Charge**

May be drafted by the party bringing forward the Problem/ Opportunity statement or the appropriate standing committee. Includes the source of the issue or concern, if the work is to address specific technical issues and/or to address broader policy issues, to whom the issue is assigned, topics inside and outside of scope, expected deliverables, expected duration and milestones, and determination of Tier 1 or Tier 2 decision making. If the Issue Charge is intended to create a new group, the document will also serve as its Charter. Presented with the problem/opportunity statement. A vote is required to take action based upon this document.

### **Charter**

Includes the objectives of the group, milestones, deadlines, and other administrative details.

A new Charter is only required for the creation of a new permanent Committee or Subcommittee. The Charter for an existing committee or subcommittee should be reviewed for required updates when a new issue is assigned to it. That Charter update requires approval by the parent committee.

The Issue Charge document for new (Sr.) Task Forces serves as its Charter.

### **Stakeholder Meeting Agendas & Minutes**

- **Agenda & Minutes Template: Senior/ Standing Committee**
- **Agenda & Minutes Template: Task Force/ Subcommittee/ User Group**
- **Agenda & Minutes Template Instructions**
- **Sample Agenda**

### **Meeting Agenda**

This template shall be used as the framework for construction of a meeting agenda. Major components include date/time/location of the meeting and a numbered list of agenda topics. Surrounding the main issue topics to be discussed are the Administration section to conduct administrative activities such as approval of the previous meeting minutes and a Future Agenda Items and Future Meetings sections.

### **Meeting Minutes**

This template shall be used by a stakeholder group to report the activity of a meeting of the group. Meeting participants are listed at the end of the document, including their company and sector. A brief narrative of activities, results, decisions made, and future action steps to be taken identified will be provided per item



documented in the Meeting Agenda for the meeting. Reporting should focus on the facts. Any attribution to specific individuals or companies is discouraged unless requested by the participant.

### **Work Plan**

This template shall be used to prepare a timeline to complete the scope of work assigned to the stakeholder group. The work plan is divided into major components of the stakeholder process: Charter Approval, Task Force / Subcommittee Formation, Problem Investigation, Solution Alternative Development and Selection, and Solution Approval. Time estimates are provided for each. This document is updated, posted, and reviewed periodically to check progress of the group.

### **Options & Packages Matrix**

This template shall be used during the Problem Investigation and Proposal Development stages of the CBIR process to facilitate identification of potential solution alternatives. A set of criteria (attributes) of any proposed potential solution are identified first. Then, viable solution alternatives per criteria are elicited in the matrix. The group then selects one or more solution “packages” from this row-column matrix.

### **Monthly Status Report**

This template shall be used by a stakeholder group to periodically report to its parent Standing Committee on progress status related to the issue(s) charged to it. The Status Report includes a brief description of the issue, its status, expected target completion date, a progress update of accomplishments since the last status report including identified risks, and any actions requested of the parent Standing Committee.

### **Issue Tracking Template**

This template shall be used to identify a new stakeholder issue to be entered in PJM’s Issue Tracking system on its web site. Issue Tracking facilitates stakeholder monitoring of the issue throughout the stakeholder process and its life cycle through any necessary subsequent FERC approval and system implementation. It should be submitted upon approval by the parent Standing Committee of a corresponding Issue Charge.

### **Final Proposal Report**

This template shall be used by a task force, subcommittee, or committee upon completion of its work to prepare a report to its parent Standing Committee. It must note if Consensus endorsement by the task force or subcommittee was achieved (Tier 1 decision-making method), or if they are recommending consideration of two or three proposals to resolve the issue. (Tier 2 decision making). A section to summarize the completed stakeholder process is included. Also, draft language for any necessary governing document revisions (Tariff, Operating Agreement, or Reliability Assurance Agreement) is to be included among other appendices as appropriate.

### **Executive Summary – Manual Revisions**

This template shall be used to summarize manual revisions that will be presented to the membership at committee meetings (MIC, OC, PC, MRC, and MC). This should be filled out and posted with all other manual revision documents. It’s meant to be a short, one page summary of the changes and why they are being made.

### **Facilitation Feedback Form (web form)**

This form shall be used by any participant of a stakeholder group that wishes to provide comments to PJM on the effectiveness of the Chair and Secretary in facilitating the group. The comments will be reviewed to learn where the facilitation process is working well and where further improvements can be made.