

Illinois CPWG Standards Change and Version Control Process

This Change Control process accomplishes the objective of an established Change Control process that accommodates changes within the Illinois Communications Protocol Working Group (CPWG) standards.

Illinois CPWG standards may be expanded and modified to accommodate market or regulatory requirements on an ongoing basis. Change Control provides market participants a process to modify, test and implement changes in an efficient, effective, timely, and well-coordinated manner. This Change Control document provides the process by which changes to the standards may be discussed, reviewed, accepted and implemented.

The Illinois CPWG with support from the Illinois Commerce Commission (ICC) maintains, publishes, and posts the standards and the ongoing modifications/enhancements to these standards on the Illinois CPWG website - <http://www.choiceinillinois.com>.

The Illinois CPWG notifies each market participant – via postings to the Illinois CPWG List Server (See Appendix A) – of anticipated modifications or enhancements and timing.

A consolidated new release of the Illinois CPWG standards is published electronically as needed. The Illinois CPWG will ensure any approved Change Requests are included in a redlined document which will be updated and posted to the Illinois CPWG website within one month of approval. It is the intent of the ICC and Illinois CPWG to have any new request comply with the North American Energy Standards Board (NAESB) guidelines as the industry and the data standards evolve.

When new modifications and/or enhancements are introduced to the group, the proponent of said modification/enhancement should strive to build consensus for the change among all Illinois CPWG participants.

Process To Be Followed

- The interested party creates a Change Request and sends it to the Change Control Manager at CPWGChangeRequest@ameren.com at least 5 days in advance of the scheduled call on which it is to be discussed. The Change Control form is available on the Illinois CPWG website.
- The request will be reviewed by the Change Control Manager to determine if the request is valid and clearly stated. For example, an invalid request would be one that involves changing a Delivery Services Provider(s) (DSP) business practice. This request would be sent back to the requestor with instructions to deal directly with the DSP. Or the request may be valid but not stated clearly or with enough detail. In this case the Change Control Manager may contact the requestor to ask clarifying questions. Following this conversation the Change Control Manager may modify the request before distributing it to the entire group.
- Once the Change Control Manager has reviewed the request and determined that the request is valid, the request will be posted to the Illinois CPWG list server.
- The Change Request will be discussed at the next scheduled conference call or meeting.

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- Participants should strive to either approve or cancel a Change Request within 1-2 meetings.
- If the Change Request is approved, a timeline should be established as to when the Change Request should be implemented. This timeline should be a consensus of the market participants.
- Each implementation guide affected by the change should be updated as a redlined document and made available to all market participants by posting to the Illinois CPWG website within 30 days of approval.
- The Illinois CPWG will determine the level of testing needed prior to the agreed upon implementation date.
- Unresolved issues relating to proposed changes will be forwarded by the Change Control Manager to the ICC for resolution.

Priority Classifications

All modifications and enhancements should be classified in one of the following three categories:

Classification	Description
Emergency Priority	Changes must be implemented within 10 days or as otherwise directed by the Illinois CPWG
High Priority	Changes/Enhancements implemented within 30 days, the Next Release, or as otherwise directed by the Illinois CPWG.
Low Priority	Changes/Enhancements implemented no earlier than 90 days, Future Release, or as otherwise directed by the Illinois CPWG.
Project Related	Changes/Enhancements implemented on the agreed to Project implementation date, or as otherwise directed by Illinois CPWG

Emergency Priority

For a change to be classified as *Emergency Priority*, the initiating party must demonstrate in writing to the Illinois CPWG that:

- The current standards cannot accommodate Customer Choice
- If the problem is left unattended, it could have a detrimental affect to an Illinois CPWG participant, or Customer Choice in general
- Bilateral agreements between the Retail Electric Supplier(s) (RES) and the DSP cannot solve the problem efficiently
- An urgent modification of the standards is required
- All Illinois CPWG participants affected by the problem will accommodate said modification

In addition the initiating party must:

- Document in advance the scope of the modification and the affected standards
- Document why the modification should not be classified as a High or a Low Priority change

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- Provide cost justification if appropriate
- Document the proposed amendments and provide a test plan, test cases, and standards. This documentation shall be presented to the Illinois CPWG.

High Priority

For a change to be classified as *High Priority*, the initiating party must demonstrate in writing to the Illinois CPWG that:

- The suggested modifications/enhancements will better the industry as a whole.
- Bilateral agreements between the RES and the DSP cannot solve the problem efficiently.
- The suggested modifications/enhancements address immediate regulatory and competitive market issues and mandates.
- All Illinois CPWG participants are affected by the problem.

In addition the initiating party must:

- Document in advance the scope of the modification/enhancements and the affected standards.
- Document why the modification should not be classified as Low Priority.
- Provide cost justification if appropriate.
- Document the proposed amendments and provide a test plan, test cases and standards. This documentation shall be presented to the Illinois CPWG.

Low Priority or Project Related

For a change to be classified as future release *Low Priority*, the initiating party must demonstrate in writing to the Illinois CPWG that:

- The suggested modifications/enhancements will meet changes as prescribed by NAESB, or
- Bilateral agreements between the RES and the DSP cannot solve the problem, or
- The suggested modifications/enhancements will address regulatory and competitive market issues and mandates, which affect all participants.

In addition the initiating party must:

- Document in advance, the scope of the modification/enhancements and the affected standards.
- Document the proposed amendments and provide a test plan, test cases, and standards. This documentation shall be presented to the Illinois CPWG.

Notification Requirements

Emergency Priority

The party proposing the change/modification shall notify by phone and/or email the Illinois CPWG chairperson(s) who will verify that the change/modification is an Emergency Priority in accordance with the Change Control Process. The Illinois CPWG Chairperson(s) will notify by phone and/or email, both the RES and the DSP in as expeditious a manner as feasible.

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High and Low Priority and Project Related

The initiating party will notify by phone and/or email the Illinois CPWG Chairperson(s) and both the RES and the DSP prior to the next scheduled Illinois CPWG meeting. The Illinois CPWG Chairperson(s) shall add the change/modification request to the meeting agenda.

Appendix A

Illinois CPWG List Server

To subscribe, send a blank email to: **subscribe-cpwg@ls.eei.org**

You will receive an email stating that the Administrator must approve your subscription. Once it is approved, you will receive two additional emails, one welcoming you to the list and one showing you how to unsubscribe.

To send an email to the group, address it to: **cpwg@ls.eei.org**