



WECC

Electric Reliability and Security for the West

2020-2021 RAC Study Program DRAFT Team Roles and Responsibilities

November 10, 2020

Project Role	Responsibilities
Team Chair	<ul style="list-style-type: none">• Work with liaison and to schedule team meetings• Lead team meetings• Develop meeting agendas to progress assessments• Facilitate and guide discussion during meetings• Review and develop a strong understanding of the scope• Mitigate scope creep and work with liaison and StS to modify scope• Ensure that project deliverables are completed on schedule• Manage decision-making process—bring to conclusions• Request data from data submitters
Staff Liaisons	<ul style="list-style-type: none">• Support team chair• Review and understand the defined scope• Work with chair to mitigate scope creep and to modify scope as needed• Work with chair and administrative support to schedule meetings• Ensure that action items are resolved• Collaborate with internal and external entities to provide assessment resources (data, tools)• Ensure analysts have the required resources to produce meaningful results
Project Manager	<ul style="list-style-type: none">• Work with the team to create project schedule that includes all tasks, responsibilities and schedule• Lead development of project plan• Track and report to assessment team on project schedule and milestone status• Make status updates available to WECC management and StS leadership
Analyst	<ul style="list-style-type: none">• Perform technical analyses or simulations• Develop and present technical results (e.g. charts or graphs) for team review and feedback• Ensure that technical analyses provide needed results• Identify needs for data

Reliability Assessment Roles and Responsibilities

Project Role	Responsibilities
Report Writer	<ul style="list-style-type: none">• Collect results from analysts• Draft report of assessment results, findings, and any recommendations
Report Presenter	<ul style="list-style-type: none">• Develop power point with the report writer support• Present assessment results and findings to internal and external audiences
Team Member	<ul style="list-style-type: none">• Engage during team meetings to provide input and feedback• Understand study goals and desired outcomes (familiar with scope)• Review draft documents/results and provide comments• Offer guidance to analysts, and report writer as to how to best convey information• Identify sources for needed data• Obtain needed data
Administrative Services	<ul style="list-style-type: none">• Schedule meetings• Announce meetings• Manage communications with team

