

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

## Reliability Assessment Roles and Responsibilities

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