

IESO Project Brief

Project ID #

Instructions for Use of this Template

1. Always download the latest template directly from the PMO web site. **DO NOT USE** any previous documentation from your archives as it may be outdated.
2. It is recommended to limit the narrative including blank spaces in sections where indicated.
3. Save this file using "**File Save As....**" before proceeding any further
4. Project ID is a unique number, leave it blank for PMO to assign.
5. Instructions and examples throughout this template are shown in italics text in blue color. You can delete it once you have read it. It should not be kept together with your inserted text.
6. Any section that does not apply to your specific project may be marked as "Not Applicable". Do not delete the section.
7. Contact Project Management Office for any questions or clarifications by sending your email to PMO@ieso.ca.
8. Delete this page once you have read and understood these instructions.

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Please read the Instructions for Use of the Project Brief Template before completing the Project Brief Template

**Mandatory field*

*** Limit to 256 characters*

1. Proposed Project Name: *	{Enter text here}
2. Prepared by: *	{Enter text here}
3. Sponsor(s): *	{Enter text here}
4. Executive Summary: * <i>Limit narrative to a maximum of 2030 characters, including blank spaces.</i> {Enter text here}	
5. What strategic Corporate goal does this project support from the list below? *	
a) Providing Public Value ** <i>Limit narrative to a maximum of 256 characters, including blank spaces. Type N/A if not selected.</i> {Enter text here}	☐
b) Building Corporate Resilience ** <i>Limit narrative to a maximum of 256 characters, including blank spaces. Type N/A if not selected.</i> {Enter text here}	☐
c) Respect and Value our Stakeholders ** <i>Limit narrative to a maximum of 256 characters, including blank spaces. Type N/A if not selected.</i> {Enter text here}	☐
6. Why is this project required? *	

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a) Required to meet Regulatory/Government directive requirements ^{**} <i>Limit narrative to a maximum of 256 characters, including blank spaces. Type N/A if not selected.</i> {Enter text here}	☐
b) Meets multiple conditions (6c) and (6d) of criteria 6 ^{**} <i>Limit narrative to a maximum of 256 characters, including blank spaces. Type N/A if not selected.</i> {Enter text here}	☐
c) Required to sustain IESO Service (Business/IT) ^{**} <i>Limit narrative to a maximum of 256 characters, including blank spaces. Type N/A if not selected.</i> {Enter text here}	☐
d) Required to increase efficiency and reduce operational cost ^{**} <i>Limit narrative to a maximum of 256 characters, including blank spaces. Type N/A if not selected.</i> {Enter text here}	☐
7. What customers or users will receive benefits from the outcome of this project? * <i>List all customers/users here. Limit narrative to a maximum of 256 characters, including blank spaces.</i> {Enter text here}	
a) Market Participants (External Users) + IESO ^{**} <i>Limit narrative to a maximum of 256 characters, including blank spaces. Type N/A if not selected.</i> {Enter text here}	☐
b) All IESO or Market Participants ^{**} <i>Limit narrative to a maximum of 256 characters, including blank spaces. Type N/A if not selected.</i> {Enter text here}	☐
c) Multiple business units ^{**} <i>Limit narrative to a maximum of 256 characters, including blank spaces. Type N/A if not selected.</i> {Enter text here}	☐

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d) Single business unit ^{**} <i>Limit narrative to a maximum of 256 characters, including blank spaces. Type N/A if not selected.</i> {Enter text here}	☐
8. Does the project directly support the mitigation of a Corporate key risk or low/ modest tolerance event? * <i>Refer to corporate Risk Document posted on the PMO webpage.</i>	
a) Mitigates key risk ^{**} <i>Limit narrative to a maximum of 256 characters, including blank spaces. Type N/A if not selected.</i> {Enter text here}	☐
b) Mitigates low tolerance event ^{**} <i>Limit narrative to a maximum of 256 characters, including blank spaces. Type N/A if not selected.</i> {Enter text here}	☐
c) Mitigates modest tolerance event ^{**} <i>Limit narrative to a maximum of 256 characters, including blank spaces. Type N/A if not selected.</i> {Enter text here}	☐
d) Not supporting any of the Enterprise Risk/Event ^{**} <i>Limit narrative to a maximum of 256 characters, including blank spaces. Type N/A if not selected.</i> {Enter text here}	☐
9. Is this project part of a program? * ☐ Yes ☐ No	
10. Stakeholdering * <i>If your proposed project requires input from other BU stakeholders e.g. an affected process owner then please include below the list of stakeholders with whom you have discussed and the outcome of the discussion as relevant to the PB. This will ensure the PPMT members are not ranking a PB that has not been fully vetted by affected stakeholders. For example; Settlements' Commercial Reconciliation System Replacement project requires significant input from IT (stakeholder) and if a PB was submitted by the Settlements then the description would include the key stakeholder (IT) and may include discussion points on agreeing to what needs to</i>	

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be replaced, resourcing (staff and money) and possible timing for implementation.

{Enter text here}

11. Impact Assessment: ** Mention the impact of NOT executing this project. Limit narrative to a maximum of 256 characters, including blank spaces.*

{Enter text here}

12. Project Attributes:

a) Duration including contingency: *

☐ 0 to 6 months

☐ 7 to 12 months

☐ greater than 12 months

b) Total Cost (Capital & OM&A) including contingency: *

☐ up to \$100k

☐ \$101k to \$500k

☐ \$501k to \$1M

☐ greater than \$1M

c) Project Dependencies: ** *Limit narrative to a maximum of 256 characters, including blank spaces. Type N/A if not selected.*

{Enter text here}

d) Key Deliverables: ** *Limit narrative to a maximum of 256 characters, including blank spaces. Type N/A if not selected.*

{Enter text here}

e) Preferred project start (quarter):

{Enter text here}

f) Key Project Risks: ** *Limit narrative to a maximum of 256 characters, including blank spaces. Type N/A if not selected.*

{Enter text here}

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g) Mandatory due date:

{Enter text here}

h) Key resources required: ** *Limit narrative to a maximum of 256 characters, including blank spaces. Type N/A if not selected.*

{Enter text here}

i) Additional information, if any: ** *Limit narrative to a maximum of 256 characters, including blank spaces. Type N/A if not selected.*

{Enter text here}