ACER GRI Project Planning – Template

1. Background

During the 28th Regional Coordination Committee Meeting of GRI SSE, on 19 November 2015, having in mind the conclusions of the XXVIII Madrid Forum, participants agreed to update the SSE Regional Work Plan in order to concentrate the effort on fewer projects, with more clearly assessable interim results. Moreover, taking into account the priorities and resources available at NRAs level, it was agreed to launch new projects for the years 2016 to 2018, as the present work has only a few.

Such an approach would imply a deeper involvement of stakeholders and the establishment of clearer responsibilities, deliverables and deadlines at regional level. In this respect, in order to facilitate project planning for deliverables, the following planning template is proposed.

2. When and how to use the template

This planning template is intended to facilitate project planning for deliverables under the SSE Regional Work Plan.

The planning should be no more than 2 pages maximum; the explanations should be used as a guide and deleted before being submitted.

The template should be, within reason, flexible to the deliverable in question, but certain key sections of information should always be completed.

The TASK column of the planning should largely remain un-changed.

The DESCRIPTION column contains information on what to include – the existing text should be deleted and replaced with the information relevant to the document.

3. Process

The proposed projects planning are discussed at the Co-chairs level.

The proposed projects planning should then be submitted to the GRI SSE RCC for review and endorsement.

The projects planning should be submitted to the GRI SSE SC for review and endorsement

Template project planning

Document Title

DD MM YYYY

Task	Description
Responsible	Project promoter.
Purpose of the Project	State clearly the reasons for pursuing the project and the goals to be reached. Identify the status of the project and the necessity to develop it. State clearly what is in scope and what is out of scope of the project.
Inputs	Clarify from whom input is expected. *Specific national information required from NRAs – questionnaire will be circulated (week of DD MM; deadline for responses, DDMM)*
Additional requirements	Any additional requirements which may have an important impact on the project *(e.g. political decisions, financial support, necessary preconditions, etc.).*
Timeline	Outline a basic project plan including milestones (discussion, public consultations, workshops, endorsement, etc.), other dates and dependencies (from whom comments are needed and when). Include orientation discussions as well as decision points as necessary. Any other important details which may impact on the timing or content of the project.
Related documents	Specify relevant/useful documents from ACER, ENTSOs, Commission, FSR, consultancy studies, etc.
Additional notes	Any other remarks or opinions related to the project.