
T&D Authorized Document Development Process Stakeholder Review Checklist

Use this checklist to review T&D authorized documents and their corresponding implementation plans. The checklist is organized in sections that correspond to the required elements of the implementation plan. Use the checklist to determine the quality and thoroughness of the implementation plan. Check "N" if there are any deficiencies.

Each section ends with a summary question. Answer these questions to document satisfaction with the quality and detail contained in the documents under review. If additional work is necessary, document the concern in the Review Summary at the end of the checklist.

Return this completed form to the project coordinator of the document development team.

Stakeholder Involvement/Expert Review

Y N NA

1. * * * Are safety concerns adequately identified?
2. * * * If necessary, has the Safety, Health, and Claims department reviewed and signed off?
3. * * * Are legal requirements adequately identified?
4. * * * If necessary, has the Law department reviewed and signed off?
5. * * * Are rates and accounting issues adequately identified?
6. * * * If necessary, have the Rates, Accounting, or Tariff departments reviewed and signed off?
7. * * * Are labor-agreement issues thoroughly identified?
8. * * * If necessary, have the IBEW, the ESC, or the Industrial Relations department reviewed and signed off?
9. * * * Are the technical experts and users identified?
10. * * * Are the people/departments responsible for implementation identified?
11. * * * Are the members of the Stakeholder Review Team identified?
12. * * * Are the people/departments responsible for implementation included on the Stakeholder Review Team?

<p>* * * Does the document and implementation plan adequately identify stakeholders and impacts, and include the appropriate experts and users?</p>
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T&D Authorized Document Development Process Stakeholder Review Checklist

Change-Management Approach

13. * * * Does the impact/resistance scoring seem appropriate for the document and implementation plan?

Roles and Responsibilities for Implementation

14. * * * Does the implementation plan specifically identify who is responsible for each action needed to carry out the implementation plan?
15. * * * Are those responsible for providing training identified? Is the training specifically identified?
16. * * * Are the organizations and people responsible for monitoring the effectiveness of the document identified?

* * * Does the plan adequately address the roles and responsibilities for implementation?
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Impact and Resource Assessment

17. * * * Are the specific processes or practices that are being changed included in the plan?
18. * * * Are organizations impacted by the document's requirements clearly identified?
19. * * * Are the impacts on employees included in the plan?
20. * * * Are the specific employee classifications that will perform the required new or revised actions included in the plan?
21. * * * Are required new materials or tools identified? Are they available and in the budget?
22. * * * Are any required new computer or data-management systems identified and adequately described?
23. * * * Does the plan indicate whether required computer or data-management systems are available, and are the associated costs included in the budget?
24. * * * Has the Information Technology Advisory Committee (ITAC) approved these systems? Is the approval date provided?
25. * * * Is the impact on the resources and cost structures of the affected organizations thoroughly described, including the effect on standard rates, productivity, and workload?
26. * * * Is the incremental, annual, cost increase stated?
27. * * * Does the plan address incorporating resources and expenses into the annual resource and financial plans?
28. * * * Are potential union issues and strategies to resolve or address them included in the plan?

T&D Authorized Document Development Process Stakeholder Review Checklist

***** Are the impacts and resources required to implement and perform the document requirements adequately identified? Are the related issues addressed?**

Communication Plan

- 29. *** Does the communication plan provide an adequate explanation of the need for the document, including the business and/or operational justifications or conditions being addressed?
- 30. *** Does the communication plan clearly indicate the various audiences that will receive communication about the documents?
- 31. *** Does the plan specify how the document or revision will be communicated to each group of affected employees?
- 32. *** Does the plan clearly identify who is responsible for communicating the changes to the affected employees?
- 33. *** If there are potential problems with the information being received by non-targeted audiences, does the plan include steps to mitigate those problems?
- 34. *** Does the plan specify the contents of the communication package including the justification?
- 35. *** Are the talking points for general implementation developed, and are they included in the plan?

***** Will the communication plan effectively provide the needed information to all affected parties?**

- 36. *** Is there a schedule for distribution of the document?
- 37. *** Are the organizations and people who must get a copy of the document specifically identified?
- 38. *** Does the distribution plan explain how the document will be delivered?
- 39. *** Has it been determined that a targeted distribution is necessary, and, if so, how will it be done?

***** Will the distribution plan result in receipt of the documents by all employees who need them?**

T&D Authorized Document Development Process Stakeholder Review Checklist

Training Plan (by Job Classification)

- 40. * * * Is the necessary training identified?
- 41. * * * Is the responsibility for developing and providing the training specifically identified and assigned?
- 42. * * * Are the types of training materials described?
- 43. * * * Are the time frames for development and delivery of the training clearly indicated?
- 44. * * * Is the amount of training time required per each employee and affected group determined and included in the plan?
- 45. * * * Does the plan address if and how the training for this document might be added to existing training programs?
- 46. * * * Does the plan address how each component of the training will be funded?
- 47. * * * Does the plan address budgeting and scheduling the training?
- 48. * * * Has it been determined if training codes for the training server will be needed and, if so, are they available?
- 49. * * * Does the training plan address the timing requirements of the document and how the timing impacts the training plan?
- 50. * * * Have any ongoing training or certification requirements been identified, and are they adequately described?

* * * Will the training plan effectively educate all employees who have responsibilities related to this document?

Follow-up Plan (Measurement of Implementation Effectiveness)

- 63. * * * Are the expected results of the document adequately described and corresponding measures identified?
- 64. * * * Have adequate compliance measurements or means to monitor compliance been identified and developed for implementation?
- 65. * * * Are the organizations and personnel responsible for monitoring and measuring compliance specifically identified?
- 66. * * * Are the intervals for monitoring and measuring compliance established?
- 67. * * * Is the method for verifying implementation of the document established?
- 68. * * * Is the document owner established?
- 69. * * * Is the feedback loop for this document fully described?
- 70. * * * Is the justification for the document's long-term review schedule established?

* * * Will the metrics and measurement methodology accurately reflect the implementation and performance of the document requirements?

T&D Authorized Document Development Process Stakeholder Review Checklist

Implementation Schedule

- 71. * * * Does the implementation schedule address mandated compliance deadlines?
- 72. * * * Is the document approval date established?
- 73. * * * Does the schedule describe the implementation date and when the document will become effective?
- 74. * * * Does the established schedule provide sufficient time between the authorized and effective dates to perform all the implementation tasks?
- 75. * * * Is the training schedule included in the plan?
- 76. * * * Is the schedule for the communication and distribution plans specifically established?

*** * * Does the implementation schedule provide sufficient time for all implementation tasks to be completed before the document becomes effective?**

Review Summary

Based on assessing the document and each section of the implementation plan, explain in the space below any issues, concerns, or deficiencies. Return the completed checklist to the project coordinator even if no changes or additions are necessary.
