ONTARIO POWER GENERATION

Business Services & Information Technology (BS&IT)
AISC Part A: Issue Characterization (AISC-A)

IT-FORM-0022-R006

INTERNAL USE ONLY

Use the AISC A form to identify and list a new issue with the Business Services & Information Technology Projects Portfolio.

This ASIC A document may (optionally) recommend a Project Development Release (PDR), i.e., a formal funding request for developmental funding up to $50k, for labour only.

General Project Information	*Complete, as Available*
Project Issue Name:	**CRM Manager:**
Sponsor Name:	**Project Number:**
Customer Group:	**Impacted Organization:**
Customer Sub-group:	**Proposed Project In Service Date:** (MMM YY)

Project Estimate *(If known)* (Project funding to be formally requested and approved through a BCS or SPR.)

Project ≥ $200k: ☐ **Project < $200k:** ☐

Proposed Investment Type

☐ Sustaining ☐ Value Enhancing ☐ Regulatory, specify regulation information:

Business Plan State

BP Reference #: [Assigned by Cost Integration Group]	BP Plan over Plan Category:	*WP - Within Plan* *BD - BSIT/LOB Drive* *LT - LOB Transfers* *NC - New Cost Reduction*

1. Project Description/Outcome

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2. Base Case Analysis ("No Project" option)	*Estimation of the costs of the "no project" option for use as a benchmark for other alternatives.*

Missed Opportunity or Risk/Adverse Condition to be managed for "No Project" option. Base Case: (Status Quo)

Priority Coding for Status Quo Situation	**Probability (P)**	**Consequence (C)**	**Urgency (U)**	**Priority (P x C x U)**
(Please do not enter data into the field shaded in yellow.)				**0**

Probability Coding (of issue occurring over life cycle of asset)

1. Improbable (< 10%)
2. Unlikely (10% - 30%)
3. Possible (30% - 70%)
4. Likely (70% - 90%)
5. Probable (> 90%)

Urgency Coding

1. Long Term (tolerable delay > 4 years)
2. Flexible (tolerable delay 2 - 4 years)
3. Some Flexibility (tolerable delay 1 - 2 years)
4. Little or No Flexibility (tolerable delay 6 months - 1 year)
5. Existing or Imminent Condition (tolerable delay < 6 months)

CLICK HERE TO CALCULATE TABLE

Consequence/Impact of issue or problem occurring over a 5 year time span	
1.	Low (< $200K; regulatory non-compliance with few implications; minimal impact on employee engagement)
2.	Marginal ($200K - $1M; regulatory non-compliance with few implications; some employee dissatisfaction)
3.	Medium ($>1M; regulatory non-compliance with implications; measurable impact on employee engagement)
4.	High ($1M - $4M; regulatory non-compliance with implications; potential for labour conflicts)
5.	Significant ($>4M; significant regulatory non-compliance; major impact on employee engagement

3. Issue Screening – Significance of the "No Project" Base Case on Business Drivers

		Issue Screen
A	Firm regulatory commitment with established due date; significant employee/public safety issue.	
B	Sustaining Project.	
C	Supporting or critical to the achievement of unit Business Plan objectives.	

Base Case Present Value	
The PV for the Base Case is the impact on shareholder's value of not implementing the project. It consists of all costs (expense and loss of revenue) that will take place in the future to operate in normal fashion or work around the condition if the project is not implemented. Because these costs are an outflow of cash, the value is negative (or zero); this serves as a benchmark against which to measure the PV's of other alternatives.	**PV_{Base}:**

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Major Contributors to PV_{Base}

4. Quantitative Benefits Description

Describe the proposal and a summary of expected quantitative business results.

- *What are the measurable project benefits? Linkage to business scorecard. Timeline?*
- *In business, "what" and "how" terms, describe impacts to the business.*
- *List all relevant project benefits and time horizon.*
- *Describe related process improvements.*

5. Qualitative Benefits Description

Describe the proposal and a summary of expected business results.

- *What are the measurable project benefits? Linkage to business scorecard. Timeline?*
- *In business, "what" and "how" terms, describe impacts to the business.*
- *List all relevant project benefits and time horizon.*
- *Describe related process improvements.*

Estimate to Complete AISC B & Developmental BCS

Date Estimate Required (by Business)	_____ **Date** MM-DD-YYYY	**Date Estimate to be Provided by BS&IT Projects**	_____ **Date** MM-DD-YYYY

Recommended funding required to produce AISC Part B and Developmental BCS <Up to $50K> **:**
$ K

Approvals

Prepared by: _____ *First Name Last Name* ***Line of Business SPOC******	_____ **Date** MM-DD-YYYY	***Reviewed by:*** _____ *First Name Last Name* ***Portfolio Manager IT Projects********	_____ **Date** MM-DD-YYYY
Concurred by: _____ *First Name Last Name* ***Line of Business Sponsor*********	_____ **Date** MM-DD-YYYY	***Approved by:*** _____ *First Name Last Name* ***CRM, IT Services***	_____ **Date** MM-DD-YYYY

* Line of Business SPOC, or IT Services, on behalf of the Business, may prepare and submit the AISC A document.

** Portfolio Manager review is required for workflow routing/Portfolio Manager awareness.

*** LOB Sponsor concurs with the description of the Business need. Concurrence is required for Large (Class ABC) Project proposals. LOB Sponsor may also concur for proposed Small (Class D) and sustaining projects.

An SAP Project Number will be assigned by the PMOC, once approved.

Input to the *Value Enhancing Project Ranking Worksheet* (Value Enhancing Projects Only)

SECTION 3: BUSINESS VALUE SCORE (This section to be completed, then cut and pasted to the Value Enhancing Project Ranking Worksheet)

Criteria	0	1	2	3	4	5	WEIGHT		SCORE (0-5)	EVIDENCE TO SUPPORT SCORE
Alignment with OPG priorities / Consistent with 5 Year Business Plan and Current Year performance targets	None	Minimal to no impact	Direct impact on a local groups priority	Direct impact on generating site priority	Direct impact on LoB's priorities (EC member commitment)	Direct impact on OPG priorities (EC commitment)	10	x		
Provides direct and measurable efficiency and/or performance gains annually	None	< $50K	< $100K	< $250K	< $500K	> $500K	8	x		
End customer satisfaction and/or usability	Decreases	No Change	Improvement	Improvement to local department	Improvement across Line of Business	Improvement across multiple lines of business	4	x		
Impact of the change to the business	None	Single department	Multiple departments	Single generating site	Line of Business wide and/or multiple generating sites	Multiple Lines of Business	4	x		
Business risk of not proceeding	No risk, low probability of an impediment to non-critical work	High probability of an impediment to non-critical work	Certain impediment to non-critical work	Low probability of an impediment to critical work	High probability of an impediment to critical work	Certain impediment to critical work	4	x		