

<b>LDC Project Plan Activity Descriptions</b>										Rev: 1
This spreadsheet provides a quick reference for the items contained in the generic LDC MDMR Project Plan Template. The template identifies a minimum set of tasks that are required to complete integration with the MDMR. Some main tasks are subdivided further into sub tasks whenever a finer granularity is required.										08-Aug-09
Colour coding:	Registration	Enrollment								
	Key Milestone	LDC activities that do not involve IESO								
For each task you will find:	1) Description:	Short text overview								
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Category	Main Task	Sub Task	Description	Accountability	Duration		Prerequisite	Next Steps	Comments	Document Reference
<b>MDMR Training</b>	<b>MDMR Workshops</b>									
		Introductory Workshop	The Introductory workshop provides an MDMR overview. It is a prerequisite for the MDMR technical workshops.	Provided by the IESO and IBM Attended by LDCs and their agents (management, IT, customer service and technical staff).	1 day	fixed	none	1) Technical workshops 2) MDMR Registration		MDMR Start-up Guide MDMR Guide to Testing and Cutover
		Technical Workshops	The MDMR technical workshops lay the foundation for the LDC to perform their business process review, system design, build and testing activities. Technical staff will be available to answer either general or LDC specific technical questions.	Provided by the IESO and IBM Attended by LDCs and their agents (management, IT, customer service and technical staff).	2 days	fixed	1) Introductory workshop 2) Individuals should review MDMR technical documentation prior to attending.	1) MDMR Registration 2) Develop project plan		TIS, DDD, RTS, VEE Standard
		Workshops complete	This milestone is completed when LDC staff have attended both the introductory and technical workshops.							
	MDMR GUI Training		Participants are introduced to the basic functionality of the MDMR GUI.	Provided by the IESO. Attended by staff of the LDC and their agents.	1 day	fixed	MDMR introductory and technical workshops	Should be completed before proceeding with Unit testing. Would also be helpful for business process re-development.	LDC staff can attend any of the sessions that are held at the IESO on a regular basis (see website for schedule details). In addition, we can provide training at the LDC's site.	MDMR Step by Step Guide: Graphical User Interface: Navigating, Querying, Editing
<b>LDC Business Readiness Activities</b>			Production LDCs have stressed the importance of identifying and redeveloping new business processes as early as possible.		LDC specific		none	The LDC's new business process are not required for SIT but must be completed prior to QT. Most LDCs begin to test their business processes during Unit testing.		
	Business process impact analysis		Document existing business processes and identify the processes that will need redevelopment.		LDC specific					MDMR Start-up Guide
	Development of new and / or updated procedures				LDC specific					TIS, DDD, RTS, VEE Standard
	Development of staff training material				LDC specific		Development of new and updated procedures. AMCC and CIS system implementations. Unit testing.	Staff training	Some LDCs have developed training material using test scenarios and errors encountered during unit testing.	MDMR Start-up Guide
	Staff training				LDC specific		Development of training material.	Staff should be fully trained before cutover to the production MDMR		
<b>AMCC Implementation</b>										

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	AMCC Procurement		A list of the current MDMR supported technologies can be found in the Technical Interface Specifications, however, LDCs are not limited to make a selection from those technologies. The AMI technology that the LDC selects will have to conform to the provincial regulation, specifically, "Criteria and Requirements for Meters and Metering Equipment, Systems and Technology" (Ontario Regulation 440/07) and also various federal regulations set forth by Measurement Canada.	LDC	LDC specific		AMCC Deployment		TIS	
	AMCC Deployment		Smart meter deployment	LDC and their agents	LDC specific	AMCC Procurement	AMCC - MDMR Interface build and test			
	AMCC - MDMR Interface build and test		Completing the detailed design, build and internal testing of your interfaces to/from the MDMR, and the systems to support these interfaces.	The LDC and their agents	LDC specific		AMCC Internal development and testing complete		TIS, DDD, RTS, VEE Standard	
		Validate AMCC - MDMR Interface file formats meets MDMR TIS requirements	AMCC interfaces supported by the MDMR are documented in the TIS. As of R6.3 they include Elster, Sensus, Tantalus, Trilliant, Sensus 2, and Smart Synch. If you need support for any other technology, please contact the IESO at least 9 to 12 months before you intend to begin testing.	LDC	0 to 12 months	AMCC Procurement	AMCC build and test	For any new AMCC technology, the LDC will need to send detailed specifications as well as a sample interface file to the IESO by email. This activity is only required if LDC is using a new AMCC format not supported by the MDMR.	TIS	
		AMCC build and test	Complete system development of AMCC - MDMR interface. Verify that the meter read files are produced in the correct file format as defined in the Technical Interface Specifications.	LDC	LDC specific	1) Validate AMCC - MDMR Interface file formats meets MDMR TIS requirements. 2) Technical workshops	Complete test and verify smart meter data	LDCs will likely create test meter data from a small number of the initial smart meters deployed.	TIS, DDD, RTS, VEE Standard	
	AMCC internal testing complete		This milestone is completed when the LDC has completed all AMCC internal testing successfully.							
CIS Implementation										

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	Identify required CIS modifications		This activity addresses the design and development of the CIS based on the DDD.	The LDC and their agents	LDC specific		Read MDMR technical documentation	CIS - MDMR interface build and test based on TIS	An LDC can implement these internal changes based on its own schedule. However, this activity must be completed and allow sufficient time to enable the completion of all required activities for MDMR Registration and Enrollment.	TIS, DDD, RTS, VEE Standard
	CIS - MDMR interface build and internal test based on TIS		The following activities represent the design, development and testing of the CIS based on the interfaces specified in the TIS	LDC	LDC specific		Technical workshops	CIS Internal Testing Complete	The LDC can begin the design and development of its CIS prior to attending the Introductory workshop. Once it has attended the Introductory workshop and reviewed the TIS, the LDC can proceed with completing the CIS design, build and testing	TIS, RTS, VEE Standard
		USDPID		LDC	LDC specific		Technical workshops			
		Psync		LDC	LDC specific		Technical workshops			
		Isync		LDC	LDC specific		Technical workshops			
		BQ Request		LDC	LDC specific		Technical workshops		Only one of the Billing Quantity interfaces is required for MDMR enrollment	
		Billing Cycle Schedule		LDC	LDC specific		Technical workshops		Only one of the Billing Quantity interfaces is required for MDMR enrollment	
		Billing Response		LDC	LDC specific		Technical workshops			
		Webservices		The LDC and their agents	LDC specific		Technical workshops		Optional	
	Build and test other CIS interfaces as needed (AMCC, ODS, etc)		This activity addresses the design and development work of other systems that the LDC needs to interface with the CIS to enable the transmission of meter reads and ultimately the production of customer bills.	LDC	LDC specific		Technical workshops	Identify required CIS modifications	LDCs may need additional time for integration testing between their CIS and other internal systems .	
	CIS Internal Testing Complete		This milestone is completed when the LDC has completed all CIS internal testing successfully.							
MDMR Registration										1) SME_MAN_0001 Registration and Enrollment Manual 2) Smart Metering and the MDM/R – Guide to Registration Forms
	Submit LDC Information and Progress Report		Form is available on the SMI website. IESO will use the technical and status information to determine LDC readiness and track progress.	LDC	Quarterly	fixed	none			SME_FORM_0001
	Submit Project Plan with milestone dates		Template is available on the SMI website	LDC	LDC specific		Introductory workshop	Submit registration application to IESO (AMI Operator, Billing Agent, LDC)	Contact the IESO to arrange for project plan reviews as necessary. Send an updated Project Plan for material changes.	Project Plan Template

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	Submit registration application to IESO (AMI Operator, Billing Agent, LDC)		Form is available on the SMI website.	LDC	1 day	minimum	all	none	After the application is received the IESO will assign an ORG ID, help the LDC develop their MDMR project plan and begin to officially track LDC activities.	SME_FORM_0003
	Receive scheduled wave assignment for enrollment			IESO	1 month	minimum	Wave will be assigned after receipt of registration application and project plan.	Receive Organization IDs (AMI vendor, Billing Agent, LDC)	Wave assignments will be adjusted from time to time depending on available resources and LDC readiness.	
	Receive Organization IDs (AMI vendor, Billing Agent, LDC)		The IESO will provide Organization IDs to the LDC (and its agent(s) and operator(s) once the Registration Application has been submitted, reviewed and accepted.	IESO	1 day	minimum	Submit registration application to IESO (AMI Operator, Billing Agent, LDC)	Submit LDC Organizational Relationships and Authority Delegation Form	Organization IDs are used to uniquely identify LDCs and their agents in files sent to and from the MDMR.	
	Submit LDC Organizational Relationships and Authority Delegation Form		Form is available on the SMI website.	LDC			Receive Organization IDs (AMI vendor, Billing Agent, LDC)	Submit MDMR FTS and Web Services Configuration Form	Form is used by the LDC to identify agent organizations that can access specific MDMR data, files and / or reports.	SME_FORM_0006
	FTS and webservice configuration									MDMR File Transfer Services and Web Services Configuration Workbook.
		Receive MDMR FTS and Web Services Template	IESO will send network configuration information such as ip numbers to the LDC after receiving the LDC Organizational Relationships and Authority Delegation Form	IESO	1 day	minimum	Submit LDC Organizational Relationships and Authority Delegation Form	Submit MDMR FTS and Web Services Configuration Form	Information from the template is used by the LDC to configure network access, AS2 software and web services.	SME_MAN_0009
		Submit MDMR FTS and Web Services Configuration Form	Information required for configuration of LDC - MDMR communications. Form is available on the SMI website.	LDC	1 day	estimated	Receive MDMR FTS and Web Services Template	Test AS2 Server Communications with MDMR in all environments	Information from this form is used by the IBM to configure network access, AS2 software and web services.	SME_FORM_0014
	Incumbency Letter		Optional - Used to identify additional people who are authorized to sign GUI user access requests				Submit registration application to IESO		By default, the people identified on the registration application are authorized to sign GUI access forms. This letter can be used to identify additional people if necessary.	Template available on request
	GUI UserIDs						Submit registration application to IESO			MDMR Step by Step Guide: Graphical User Interface: Navigating, Querying, Editing
		Receive shared User ID and Password for sandbox system	One USERID will be issued for shared GUI access on the sandbox system.	IESO	6 days	minimum	This will be automatically provided after registration begins.	This ID should be used for all Unit testing and regression testing on the sandbox.	All users can share this one USERID for sandbox system GUI access. Individual accounts are required on all other systems.	
		Request and receive enrollment system User IDs and passwords	Individual USERIDs are required for GUI access on the enrollment system. LDC should submit requests using an SME_FORM_0013 MDMR User Access Request Form	LDC / IESO	6 days	minimum		These IDs will be required for each person who requires GUI access during SIT and QT on the enrollment system.	Individual accounts are required for each user.	SME_FORM_0013
		Request and receive production system User IDs and passwords	USERID for GUI access on the production system. LDC should submit requests using an SME_FORM_0013 MDMR User Access Request Form	LDC / IESO	6 days	minimum		These IDs will be required for each person who requires GUI access for production operations.	Individual accounts are required for each user.	SME_FORM_0013

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	Submit organizational contacts		Identify support personnel for production operations.	LDC	1 day	estimated	none		The person who authorized the registration application will be assigned as the LDC contact for matters pertaining to the MDMR until the organizational contacts form is submitted.	SME_FORM_0004
	SME - LDC Service Agreement Executed			LDC / IESO						
AS2 server connectivity to all MDMR environments					LDC specific					Smart Metering and the MDMR – Guide to Testing and Cutover
	Procure, install, configure and complete internal testing of AS2 Client		Once the AS/2 client has been installed, the LDC will be required to download and complete the MDMR FTS LDC AS/2 configuration workbook. The LDC will send the completed workbook to IBM (the Operational Service Provider).	LDC	1 month	estimated	none	Connectivity Testing in the Sandbox, QA and Production	LDCs are required to purchase an AS/2 Client from the list of vendors approved by the Drummond Group. The acquisition, installation and testing of the AS/2 Client is not dependent on CIS/AMCC testing or modifications.	SME_FORM_0014
	Test connectivity with MDMR environments						Complete installation and internal testing of AS2 Client			
		Sandbox		LDC / OSP	1/2 day	estimated		Unit testing and SIT		
		Enrollment		LDC / OSP	1/2 day	estimated		Qualification Testing		
		Production		LDC / OSP	1/2 day	estimated		1) Request permanent production USDP IDs from any LDC system (test or production). 2) Production cutover		
		Disaster Recovery		LDC / OSP	1/2 day	estimated		Production cutover		
	Complete Connectivity Testing in Enrollment, Sandbox, Production and Disaster Recovery systems		This milestone is complete when the LDC has completed connectivity testing in all four environments							
Unit Testing			LDCs will determine the duration for Unit testing based on their specific configuration and business needs. Typically the duration is between 1 - 6 months.		1 - 6 months	estimated			Test individual interfaces as well as business process scenarios based on new business process redevelopment.	Smart Metering and the MDMR – Guide to Testing and Cutover
	Prepare Unit test plans		Plans are determined by the LDC's specific requirements. Many LDCs base their tests on the IESO generic SIT and QT scripts.	LDC	2 weeks	estimated				

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	Provide initial interface files to IESO via email		IESO will review initial files and approve submission to sandbox system.	LDC	1 week	estimated	Develop interfaces and prepare test plans	Execute unit tests		
	Execute tests		LDC will test each interface according to their own test plan. IESO support will be provided during business hours on a best efforts basis.	LDC	2 months	estimated	Confirm initial interface files are correct	Adjust business processes as necessary and and prepare for SIT	LDC should trouble shoot issues and contact IESO for issues that they cannot resolve internally. Always send a full description of the problem and the steps that have been taken to resolve it. In addition include copies of all input files and error reports.	Smart Metering and the MDMR – Guide to Testing and Cutover, MDMR - Guide to Reports, TIS, DDD
		Universal SDP ID assignment request / response (for Test IDs)		LDC	1 week	estimated				
		Universal SDP ID assignment request / response (for Production IDs)		LDC	1 week	estimated				
		Periodic Audit Synchronization Interface Test		LDC	2 weeks	estimated				
		Incremental Synchronization Interface Test		LDC	2 weeks	estimated				
		Meter Reads		LDC	2 weeks	estimated				
		Billing Quantity Request interface test		LDC	2 weeks	estimated				
		Billing Cycle schedule interface test		LDC	2 weeks	estimated				
		Billing Quantity Response interface test		LDC	2 weeks	estimated				
	Review reports		Reports will be delivered via FTS according to the daily report schedule. These should be reviewed regularly during unit testing.	LDC			Execute unit tests			MDMR – Guide to Reports SME_SPEC_0001 - MDMR V1.0 Reports Technical Specifications
	Graphical User Interface (GUI) Utilization		LDC should review reports and data using the GUI interface during unit testing. GUI training is offered monthly (see MDMR training section)	LDC			Execute unit tests Complete GUI training.			MDMR Step by Step Guide: Graphical User Interface: Navigating, Querying, Editing
	Unit Testing Complete		Each interface should be tested prior to entering SIT however, the LDC will determine when unit testing is complete.	LDC			Execute unit tests	SIT		
	MDMR Enrollment - SIT									Smart Metering and the MDMR – Guide to Testing and Cutover
	SIT Self Certification								Original form should be mailed to IESO - see address on page one of form.	

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		Prepare and submit Self Certification - System Integration Testing (SIT) Readiness	The LDC submits the Self-Certification for SIT Assessment form to the IESO for review and approval.	LDC	LDC specific		Develop and test all MDMR intrfaces - Unit Testing Complete		Submit at least 2 weeks before the end of unit testing.	SME_FORM_0007 Self-Certification SIT Readiness Self-Assessment Form
		SIT Self Certification Review + Acceptance	IESO will review and approve the Self-Certification SIT Readiness form - please allow 1 week for this activity.	IESO	1 week	fixed	LDC submission of their SIT Self Certification form	Review test scripts and execute SIT tests.	The LDC cannot enter SIT until the IESO approves its Self-Certification filing.	
		Self Certification for SIT Complete	This milestone is complete when the LDCs Self Certification for SIT has been approved by the IESO.	IESO						
		Receive SIT Test Scripts	Generic scripts are available on SMI website. Specific scripts will be provided at least two weeks prior to the scheduled start of SIT.	IESO/LDC	1 day	minimum	LDC submission of their SIT Self Certification form			
		Conduct Walk-through of SIT Test Scripts	OSP will lead the walkthrough with the LDC's team and the IESO.	OSP	1 day	fixed			The LDC can propose modifications to the test scripts depending on their specific business requirements.	
		Develop Final Test Scripts(if changes made)	OSP will provide customized scripts if necessary.	OSP	1 week	fixed				
		SIT Execution	SIT is led by the OSP. The IESO will conduct daily conference calls to discuss status. Please schedule 10 business days for this test.	LDC	2 weeks	fixed	1) SIT self certification accepted and script review complete. 2) Successful testing of all MDMR interfaces during Unit testing.	QT preparation		
		Exit SIT	This milestone is complete once all issues and variances have been resolved or adequate work-arounds are in place.	LDC						
	MDMR Enrollment - QT									Smart Metering and the MDMR – Guide to Testing and Cutover
		Receive QT Test Scripts	Generic scripts are available on SMI website.	IESO/LDC	1 day	minimum	SIT self certification approved			
		Conduct Walk-through of QT Test Scripts		IESO	1 day	fixed			The LDC can propose modifications to the test scripts depending on their specific business requirements.	
		Develop Final Test Scripts(if changes required)	IESO will provide customized tests incorporating LDC specific tests if necessary.	IESO	1 week	fixed		Begin QT preparation		
		Preparation for Qualification Test: Day - 4 PSync	During this time the LDC will provide an initial Psync and flow meter data into the system to setup the upcoming business scenarios.	LDC	5 days	fixed	Successful completion of SIT			
		Qualification Test (QT) Execution	The IESO will conduct daily conference calls to discuss the status of the tests. The LDC is responsible for conducting the tests and troubleshooting issues.	LDC	21 days	fixed	Completion of QT preparation	1) Review of cutover strategy and review of detailed cutover plan. 2) Cutover self certification		

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	Exit Qualification Testing		This milestone is complete once all issues and variances have been resolved or adequate work-arounds are in place.	LDC						
MDMR Enrollment - Cutover										Smart Metering and the MDMR – Guide to Testing and Cutover
	Submit Cutover Strategy		Normally completed during SIT.	LDC	1 day	minimum				
	Cutover Self Certification									
		Prepare and submit Self-Certification - Cutover Readiness		LDC	1 week	estimated	Successful completion of QT			
		Self-Certification - Cutover Readiness Review and Acceptance		IESO	10 days	fixed	Submission of Cutover self-certification.	Review detailed Cutover plan		SME_FORM_0008 Self-Certification – Cutover Readiness Self-Assessment Form
	Self Certification for Cutover Complete			LDC/IESO						
	Prepare detailed cutover plan and schedule		The IESO will develop a detailed cutover schedule based on the cutover strategy received from the LDC. This will be reviewed with the LDC, IESO and the OSP.	IESO	1 week	fixed	Successful completion of QT	Cutover preparation		
	Preparation for Cutover		Includes system and user setup and completion of outstanding registration activities.	All	1 week	fixed	Development and review of cutover plan	Cutover execution		
	Cutover Execution		Cutover involves off-line testing of the LDCs initial synchronization and meter read files, initial synchronization on the production system, loading historical data if necessary and flowing daily meter reads to the production MDMR.	All	1 week	fixed	Preparation activities			
	Transition to Production complete			LDC				Post cutover TOU rollout		
Post Cutover Activities										
	Customer communication		LDC will communicate upcoming changes to TOU billing to customer	LDC	LDC specific		Transition to production MDMR			
	First TOU bills issued		First TOU bills issued based on MDMR data	LDC	LDC specific					