

Bonneville Power Administration

PTR System

Business Functional Requirements

BONNEVILLE
Power Administration



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1 Overview

This section will define the purpose and intent of the Planning, Tracking and Reporting (PTR) requirements project; provide a context and description of the current state, and to set the stage for the requirements in later sections.

1.1 Purpose

The PTR has been established as the clear regional authority on electric conservation efforts, with clear indications that the data it holds is trusted and true. Due to ongoing changes and additions to Bonneville Power Administration's (BPA) energy efficiency program business rules, the cost of maintaining and enhancing the PTR system has increased. In addition there is a clear direction for an increase in the number of entities expecting information from PTR, coupled with an increase in the funding sources from those originally envisioned. Given these observations, it was clear the PTR system would require significant modifications to accommodate them. The goal of the project is to evaluate the current systems, interview users and stakeholders, create a high-level functional requirements document and provide an options report based on the requirements. The intent of this document is to present the high level requirements for the next generation of the PTR system.

1.1.1 Current System Overview

There are many stakeholders involved with the planning, tracking and reporting of energy efficiency within the Northwest region. The Stakeholders Diagram, shown in Figure 1, is categorized by color for the stakeholders. The Blue figures are internal groups or departments at BPA. These groups and departments, interact directly with the PTR system, are provided reports or they are responsible for managing a group or department. The Green figures are Utility Power Customers and 3rd Party vendors. They interact directly with the PTR by creating and submitting EE reports and/or accessing measure data. The Orange figures are the regional stakeholders. They range from state agencies to conservation groups and include the Council which it ultimately responsible for the conservation measures.

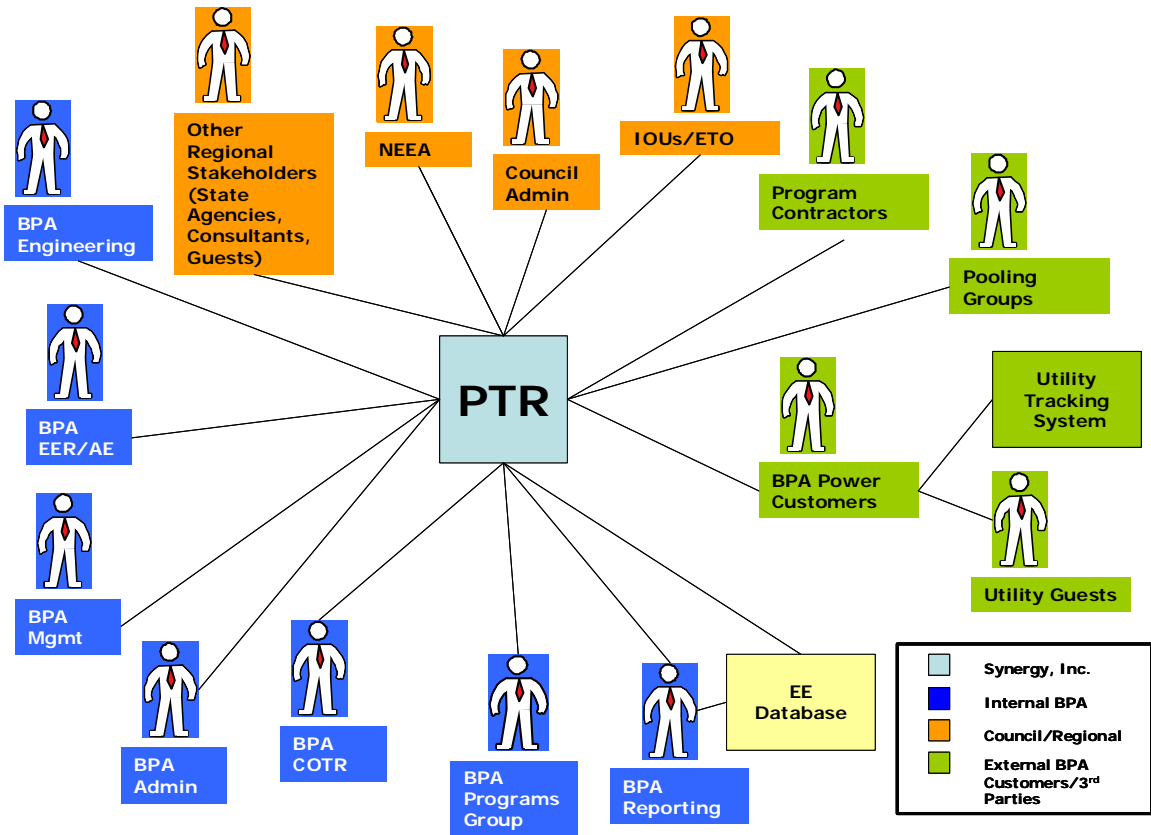


Figure 1 - Stakeholders Diagram

The PTR system enables BPA to allocate and track CAA budgets, CRC rate credits and IRMP rate credits for utilities participating in these programs. Measure data, calculators and program specifications are uploaded into the PTR system based on the recommendations of the RTF and after CAA reimbursement levels and CRC rate credit amounts have been established by BPA.

Below, Figure 2 shows a high level view of the processes associated with the Council and BPA conservation efforts from start to finish. The gray shaded area is what is currently handled by the PTR system. The other processes generally have some upstream or downstream involvement or impact. The color of the boxes matches the legend from Figure 1.

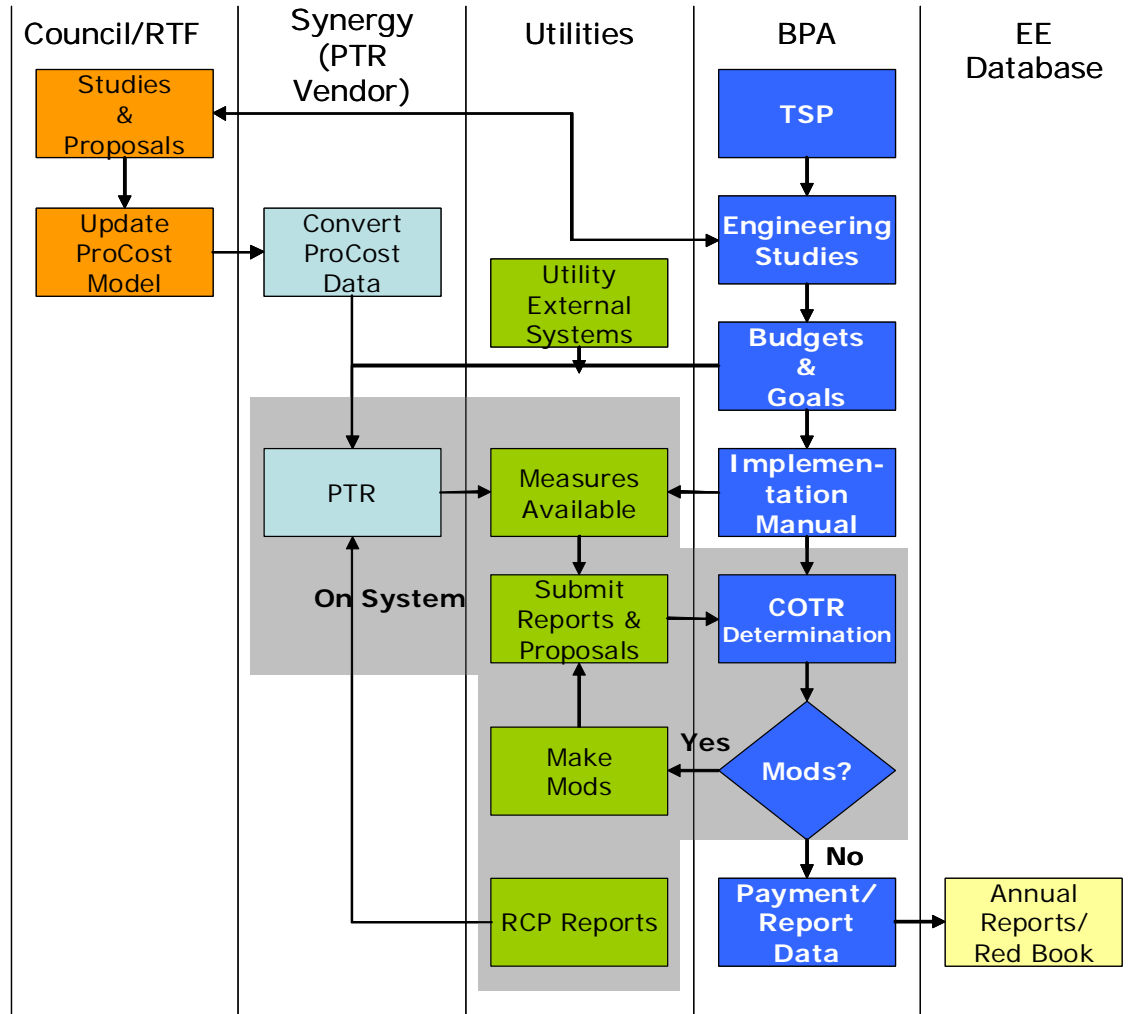


Figure 2 - High Level Process Flow

Currently, the RTF creates and maintains all measures for the PTR system. The RTF maintains the measure data in a ProCost model, which is a Visual Basic for Applications (VBA) spreadsheet based program. See Appendix A for more detail on ProCost.

Utility users access the PTR system to download measure and custom project information, specifications, and calculators. They can create guest accounts for Technical Service Providers (TSPs) and other third-party vendors. Guests and third party vendors can submit custom project proposals to utilities for review and approval by BPA and the Council. Figure 2 shows these high level processes.

The PTR functions similarly to an e-commerce web site; it uses a shopping cart mechanism to allow utility users to track and report their energy efficiency activities for various funding sources, including BPA's CAA and CRC programs. Utilities can use multiple carts to group activities by sector, by month, by project or however they find it useful to track their work. Utilities have the option to submit PTR EE reports (invoices) on a monthly basis for reimbursement for CAA-funded conservation measures and projects. They are required to submit PTR EE reports twice a year (October and April) for CRC-funded conservation measures and

projects. For “self-funded” measures and projects for which utilities wish to receive HWM credit under the Long-Term Regional Dialogue Policy, they must submit EE reports on the same bi-annual schedule required for CRC funded measures and projects. Only those conservation measures and projects with actual completion dates entered into the PTR are included in these EE reports. After the EE reports are reviewed and determined to be acceptable by EE Contract Administration staff, data in each EE report is extracted from the PTR, summarized and loaded into BPA’s internal EE Database.

The EE Database is BPA’s official repository for its conservation achievements. Routine data extraction queries from the PTR system are executed for export to the EE database and it is used to process utility payments for invoices. In addition to the data it receives from the PTR, the EE Database collects data for BPA-funded state low-income weatherization programs and federal conservation projects. The EE Database contains decades of achievement data from measures and projects such as Conservation Augmentation (ConAug), Conservation and C&RD and other historical or legacy programs. It is structured to meet BPA staff needs for standardized and highly-customized reports.

2 PTR Requirements Overview

The high level business requirements will be divided between functional and non-functional. The functional requirements will be divided by functional area. Requirements labeled as “Current” are functional requirements for the existing PTR system as of May 15, 2009. These requirements were gathered during interviews with representatives from most of the PTR stakeholders shown in Figure 1 in section 1.1.1. A summary breakdown by business category is shown below in Table 1. Requirements labeled “Obsolete” are functional requirements that will not be retained in the new system. Table 2 shows the requirements breakdown by type.

	Requirement Type	Business Category	Quantity
	Functional	Budgeting & Reporting	11
		External Entity Management	12
		Global	28
		Measure Incentive & Custom Project Processing	16
		Measure Management	13
		Program Planning & Management	17
		Total Functional	97
	Non-functional	Technical	7
Total Requirements			104

Table 1 – Requirements Summary by Business Category

Type	Quantity	Percentage
Obsolete	11	11%
Current	23	22%
Future	70	67%

Table 2 – Requirements Summary by Type

2.1 Functional Requirements

This section includes the functional requirements based on the information gathered during the evaluation process of the project, which included group interview with BPA staff, Council staff, and utilities, and one on one interviews. The functional requirements define how the future system should support the RTF and BPA's business processes. The requirements are divided into six functional areas: Global Requirements, Measure Management, Program Planning and Management, Measure Incentive Processing, Finance Accounting and Reporting, and External Entity Management. The requirements tables are sorted by System Category, Type and Priority. The table below provides a description of the columns.

Column Name	Description
ID	Unique number to identify the requirement.
Title	Name of the requirement.
System Category	A sub category of functional requirements used to group like items.
Type	Current: observed capabilities of the current system that are to be retained. Future: capabilities for the next generation of the system that will be combined with the current. Obsolete: observed capabilities of the current system that will not be retained in the next generation of the system.
Priority	Values: 1-Must have, 2-Important, 3-Nice to have, 4-Future phase
Actionable	What the system must do to satisfy the requirement.
Measurable	What the system must change to satisfy the requirement.
Testable	What the system must do each time the function is perform.
Business Owner	The group who performs the function and realizes the business benefit from it.
Ref. Req. ID	Reference Requirement ID is the ID of the future requirement that replaces the Obsolete requirement.

2.1.1 Global Requirements

This section includes the high level global requirements for the system.

ID	Title	System Category	Type	Priority	Actionable	Measurable	Testable	Requirement Owner	Ref. Req. ID
1	Resource Tracking	Conservation Measures	Future	2-Important	Ability for the system to be flexible and extensible enough to accommodate programs based on quantifiable criteria other than energy savings measure, for example greenhouse gas reduction and carbon.	Ability for the data model to support additional data fields for storage of criteria. The fields should be configurable to accommodate future needs for tracking criteria.	The system will record the report data and calculate the estimated GHG or carbon reductions or other criteria.	RTF	
2	Conservation for Electric Energy sources	Conservation Measures	Current	2-Important	Ability to plan, track and report electric energy conservation efforts.	Utilities create and file reports based on the conservation measures they have implemented. These reports show how much electricity was saved.	The system will record the report data and calculate the electric energy savings.	BPA	
3	Data Integrity	Data	Obsolete	1-Must Have	Data type validations and limited business process validations are conducted upon entry	Data errors are limited to occasions when entries are made directly in the database (e.g. measure management).	Reduced data entry errors.	System Admin	4

ID	Title	System Category	Type	Priority	Actionable	Measurable	Testable	Requirement Owner	Ref. Req. ID
4	Data Validation	Data	Future	2-Important	Ability for the user interface to provide robust data entry validation for all functions.	All field type validations must be enforced. All logical validations on single fields will be enforced (e.g. valid values from list etc). Up to 50 business process rules will be validated for the initial implementation.	The system will validate data based on field type during data entry.	System Admin	
5	Data Availability	Data	Future	2-Important	Ability to provide real-time updates and real-time data for all functional areas unless otherwise noted.	Database containing information for the PTR system will be updated with each action performed and data input when received.	The database will contain all of the latest information from all sources. The data warehouse will contain older information.	BPA	
6	Data Availability - External Systems	Data	Future	2-Important	Ability to provide real-time or near real-time data to other systems.	Access to the on-line, transactional PTR database will be available during business hours.	Information submitted should be immediately available to users of that environment and external systems	BPA	

ID	Title	System Category	Type	Priority	Actionable	Measurable	Testable	Requirement Owner	Ref. Req. ID
7	Data Conversion	Data	Future	2-Important	Limited conversion of started and submitted reports, unfiled reports/invoices, custom projects.	When the new system is implemented there will be incomplete reports and unreported conservation measures that will have to be available on the new system. Utilities are giving 30 days after the close of the FY to file their reports and the COTRs are given 60 days to complete their oversight.	The system will record the data for the incomplete reports and allow the user to create and submit reports for the unreported measures.	BPA	
8	Data Retention	Data	Current	2-Important	System retains all information that is not manually deleted out of the database.	System must retain all information unless deleted.	The system retains all information since inception.	System Admin	
9	Data Archiving	Data	Current	2-Important	System must archive historical data for all functional areas based on a system definable date. The amount of historical data required for each function may vary.	System must archive the historical data for all functional areas that is dated earlier than the system defined date.	The system archives the data selected.	BPA/RTF	

ID	Title	System Category	Type	Priority	Actionable	Measurable	Testable	Requirement Owner	Ref. Req. ID
10	Workspace	Document Library	Future	2-Important	User logs into a single system and is able to read all the information that relates to programs and projects	There are several data sources, required documents, email notifications related to EE planning, tracking and reporting.	The system will retrieve required data from the source and record the data for EE planning, tracking and reporting.	BPA	
11	User Log-in	User Access and Administration	Obsolete	2-Important	Ability for the user to log-in system.	The system will have fields to accept the user id and password to allow log-in. To support approximately 250 users.	The system will validate the user id and password combination and if valid, log the user in.	System Admin	12
12	User Log-in/off	User Access and Administration	Future	2-Important	Ability for the user to log-in and log-off the system.	The system will have fields to accept the user id and password to allow log-in and log-off.	The system will validate the user id and password combination and if valid, log the user in and allow the user to log-off the system.	System Admin	
13	On-line Help Center	User Interface	Current	2-Important	Ability for the user to access one source for all relevant information that is needed for guidance and help within the system in the form of documents, links, downloads, tutorials, and glossary.	The system will have links on the On-line Help Center webpage that can be updated when necessary. Currently there are 8 links on the help center.	The system will direct the user to the link clicked and display the requested information.	Utility	

ID	Title	System Category	Type	Priority	Actionable	Measurable	Testable	Requirement Owner	Ref. Req. ID
14	Upload On-line Help Information	User Interface	Future	2-Important	The ability for a system administrator to upload new items to the On-line Help Center.	The system will be able to upload up to 50 documents and/or define 50 links.	The uploaded document or defined link will appear in the On-line Help Center.	System Admin	
15	Delete On-line Help Information	User Interface	Future	2-Important	The ability for a system administrator to delete items from the On-line Help Center.	The system will be able to delete the documents and/or 50 links.	The deleted document or link will not appear in the On-line Help Center.	System Admin	
16	Modify On-line Help Information	User Interface	Future	2-Important	The ability for a system administrator to modify items on the On-line Help Center.	The system will be able to modify the documents and/or links.	The system will record the modifications for the document or link in the On-line Help Center	System Admin	
17	Hover/Click help	User Interface	Current	2-Important	Ability for the user to hover over a defined field that pops up a help window. When clicking on the field, more detailed information is provided.	The system will have highlighted fields which when clicked on will pop up additional help information related to the field. Each measure will have a defined field and along with the other fields required, the estimated number of fields is more than 2000.	The system will display the corresponding data assigned to the highlighted field.	Utility	

ID	Title	System Category	Type	Priority	Actionable	Measurable	Testable	Requirement Owner	Ref. Req. ID
18	Navigation	User Interface	Future	2-Important	Ability for the system to provide an intuitive, streamlined, easy to navigate interface that reflects standard constructs in energy efficiency; programs, projects, measures and deemed vs. custom.	The system flow will reflect the business process to increase the intuitiveness of the user interface.	The system will guide the user through streamlined processes to complete required tasks based on business rules and standard procedures.	Utility	
19	On-line help	User Interface	Future	2-Important	User can access context sensitive help for all user functional areas of the system	All major functional areas of the system will have context sensitive help. A distinction will be made between custom project and deemed measure areas; low level user administration functions will also be separately supported. Approximately 6 user types will be supported.	The system will display or direct the user to the appropriate help screen based on which step or processing the user is currently on; and based on which user role is currently accessing the system.	Utility	
20	Search Function	User Interface	Future	2-Important	Ability to provide users with a robust search/ inquiry function. Expand the existing search functionality to include the ability to search all reports, projects, programs and related documentation.	Search functions on the live PTR system will be limited to the following categories: Measure Catalog Projects Programs Documentation header information The results will be limited to the scope of the user.	User can search for information related to information it has submitted; or wider depending on the role settings.	System Admin	

ID	Title	System Category	Type	Priority	Actionable	Measurable	Testable	Requirement Owner	Ref. Req. ID
21	Error Processing	User Interface	Future	2-Important	Ability to display user friendly error messages that clearly describe the condition and identify the type of error (system or logical).	The system will display the first error message it encounters.	The system will display an error message specifying what validation failed and what is required to fix the error.	Utility	
22	Website Administration / User communication	System Admin	Current	2-Important	Ability to create and send bulk email to user groups, update the What's New section of the front page, manage various data tables through a specially designed interface and access to activity logs for all users on the site.	Users are notified via email about enhancements, bug fixes and other changes related to programs and the system. User can suppress their emails at the user profile level.	The system will send out emails to users when enhancements, bug fixes or other program or system changes are implemented.	System Admin	
23	System Auditing	System Admin	Current	2-Important	Ability to capture detailed audit logs for all user and system activities including but not limited to: User or System ID, date, time, action, previous data values, new values (if changed), etc.	All updates to data on the system initiated by users and automated processes.	The system will record audit information or create an audit log for additions, modifications and deletion of data and system activities.	System Admin	
24	Audit Archiving/Deletion	System Admin	Future	2-Important	The system will automatically archive system audit logs based on a system date parameter.	The system will archive system all audit logs based on a system date parameter.	The system will archive the audit logs that are older than the system date parameter.	System Admin	

ID	Title	System Category	Type	Priority	Actionable	Measurable	Testable	Requirement Owner	Ref. Req. ID
25	Define and Maintain Utility Accounts	User Access and Administration	Current	2-Important	Ability to define and maintain accounts structures for utilities and 3rd parties vendors that have user accounts associated with them.	The system will support 150 utility accounts and 3rd party guest accounts. New user accounts will be added to utility accounts, guest user accounts, and to 3rd Party accounts when required.	The system will create the data records for the accounts in the corresponding tables.	System Admin	
26	Define and Maintain Users	User Access and Administration	Current	2-Important	Ability to set up and maintain system users allowing roles, privileges, and hierarchies to be defined, assigned, and maintained based on class.	The system will allow for the set up and maintenance of users based on classes, roles, privileges and hierarchy.	The system will create the data records and structures required for the user accounts.	System Admin	
27	Security	User Access and Administration	Current	2-Important	Ability to prevent users from performing tasks or viewing information they are not authorized to perform.	There are seven classes and eight roles currently used to limit a user's visibility.	A user cannot see information or perform tasks for which they are not authorized.	System Admin	
28	Extract data for the data warehouse	EE Database	Current	2-Important	Ability to extract transaction data from the PTR database so it can be transformed and manually loaded to the EE database/data warehouse.	PTR transactional data is extracted, manually summarized into total savings and formatted for the EE Database/data warehouse. Savings are rolled up to the project level.	The system will extract the required transactional data elements from the PTR.	BPA	

2.1.2 Measure Management

This section includes the high level requirements related to the ProCost Data model maintenance. The RTF creates and maintains all measure for the PTR system using ProCost.

ID	Title	System Category	Type	Priority	Actionable	Measurable	Testable	Requirement Owner	Ref. Req. ID
29	Create a measure	Conservation Measures	Future	2-Important	Ability to create a measure through manipulation of Graphical User Interface (GUI) screens with appropriate data integrity to immediately make available a new measure for use.	System administrator can create a single measure.	System will allow users to create measures and make them available to users without the need for manual or system processes.	RTF	
30	Modify a measure	Conservation Measures	Future	2-Important	Ability to modify a measure through manipulation of GUI screens with appropriate data integrity to immediately make available a new measure for use.	System administrator can modify a single measure.	System will allow users to modify measures and make them available to users without the need for manual or system processes without destabilizing the system or losing referential integrity.	RTF	
31	Deactivate a measure	Conservation Measures	Future	2-Important	Ability to deactivate a measure for use by users through manipulation of GUI screens with appropriate system integrity.	System administrator can deactivate a single measure.	System will allow users to deactivate measures and make them unavailable to users without the need for manual or system processes without destabilizing the system or losing referential integrity.	RTF	

ID	Title	System Category	Type	Priority	Actionable	Measurable	Testable	Requirement Owner	Ref. Req. ID
32	Copy a measure	Conservation Measures	Future	3-Nice to Have	Ability to copy an existing measure as a template while creating a new measure.	System administrator can copy an existing measure.	System allows for copy of an existing measure but removes primary key information to prevent duplicates.	RTF	
33	Upload Deemed Measures	Conservation Measures	Current	2-Important	Ability to manually upload all deemed measures into the PTR database from an Excel file in the RTF format. Ability to manually upload new deemed measures into the PTR database from an Excel file in the RTF format.	There are currently more than 5000 qualified measures, with new measures and modifications made each month.	The system will record the measure information from the data files provided by the RTF into the associated PTR tables.	System Admin	
34	Maintain BPA Qualified Measures	Conservation Measures	Obsolete	2-Important	Ability to define and maintain BPA Qualified Measures.	There are many BPA qualified measures, with new measures and modifications made each month.	The system will record the measure data in the associated tables.	BPA	29
35	Measure Assignment	Conservation Measures	Future	2-Important	Ability to assign measure data availability based on institution, i.e., Utility.	Institution user groups cannot access measures that are not assigned to them by the system administrator.	System prevents access to users of unassigned measures	Programs Group	

ID	Title	System Category	Type	Priority	Actionable	Measurable	Testable	Requirement Owner	Ref. Req. ID
36	Measure Effective Dating	Conservation Measures	Current	2-Important	Ability for measures to become available or expire based on an effective date.	All measures will be required to have an effective start and end date in system administration. Changes to effective dates will be immediate.	The system will record the start and end date for a measure.	Programs Group	
37	Measure Visibility	Conservation Measures	Future	3-Nice to Have	User can define 'favorite' measures associated with their institution. These measures are primarily the ones displayed to users or guests from that institution.	Users can associate a subset of measures from the measure catalog with the utility.	The user will be presented only with the measures selected for that user's institution.	Utility	
38	Record Measure qualification	Conservation Measures	Future	2-Important	System administrator can record the qualification source of the measure (e.g. BPA Qualified).	Reports can show RTF vs. BPA vs. utility qualified measures.	Multiple sources can be associated with a qualified measure; reports can show the energy savings by qualification source.	System Admin	
39	Limit measure availability by climate zone	Conservation Measures	Obsolete	3-Nice to Have	When viewing measures, a utility cannot access measures with different climate zones.	Utility will only see and access measures for its climate zone.	Utility can see measures for its climate zone, it cannot see measures for other climate zones.	RTF	37

ID	Title	System Category	Type	Priority	Actionable	Measurable	Testable	Requirement Owner	Ref. Req. ID
40	User defined measure attributes	Conservation Measures	Future	2-Important	Users can administer user defined attributes on measures to allow tracking and reporting of additional characteristics particular to their institutions programs.	Users can maintain 10 additional measure attributes.	User can administer their attributes and use them for custom reports.	RTF	
41	Custom Avoided Costs	Conservation Measures	Future	3-Nice to Have	Ability to over-ride the average avoided cost based on the utility's actual avoided cost.	Authorized utilities will be able to capture its avoided cost if it differs from the average avoided cost associated with a measure.	The system will record the avoided cost for authorized utilities and utilize it when processing data.	Utility	

2.1.3 Program Planning and Management

This section includes high level requirements for activities related to program planning and management.

ID	Title	System Category	Type	Priority	Actionable	Measurable	Testable	Requirement Owner	Ref. Req. ID
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ID	Title	System Category	Type	Priority	Actionable	Measurable	Testable	Requirement Owner	Ref. Req. ID
42	On-line Implementation Manual	Document Library	Future	2-Important	Ability to incorporate the implementation manual within the system so it can be accessed by clicking on program related fields so that business rules can be viewed and searched.	The Implementation Manual is published twice a year by the Programs Group as an Adobe .pdf file with 162 pages and contains the business rules and procedures for BPA's Conservation programs.	The system will display the appropriate section of the Implementation manual when a user clicks in the related field.	Utility	
43	Create Core Business Rules	Incentive Processing	Future	2-Important	Ability to create business rules to support the Implementation Manual.	There are many business rules established by BPA to enforce their Conservation programs and they are officially updated twice a year. Approximately 50 will be system enforced.	The system will record the business rule information and make them available to users and other system processes.	Programs Group	
44	Modify Core Business Rules	Incentive Processing	Future	2-Important	Ability to modify business rules to support the Implementation Manual.	There are many business rules established by BPA to enforce their Conservation programs and they are officially updated twice a year. Approximately 50 will be system enforced.	The system will record the modifications to the business rule information and make them available to users and other system processes.	Programs Group	
45	Delete Core Business Rules	Incentive Processing	Future	2-Important	Ability to delete business rules to support the Implementation Manual.	There are many business rules established by BPA to enforce their Conservation programs and they are officially updated twice a year. Approximately 50 will be system enforced.	The system will delete the business rule information to support the Implementation Manual.	Programs Group	

ID	Title	System Category	Type	Priority	Actionable	Measurable	Testable	Requirement Owner	Ref. Req. ID
46	Hard Coded Core Business Rules	Incentive Processing	Obsolete	2-Important	Ability to apply business rules programmatically to support the Implementation Manual.	There are many business rules associated with each conservation program that must be enforced when users are using the system.	The system will enforce the business rules specified in the Implementation Manual when validating data entered by the user.	Programs Group	43
47	Create Programs	Programs	Future	2-Important	Ability for a user to create BPA Conservation and 3rd Party Programs.	There are currently 5 sectors and 20 sub-sectors defined for BPA conservation programs. Additions are made when necessary.	The system will record the BPA Conservation and 3rd Party program information.	Programs Group	
48	Modify Programs	Programs	Future	2-Important	Ability for a user to modify BPA Conservation and 3rd Party Programs.	There are currently 5 sectors and 20 sub-sectors defined for BPA conservation programs. Modifications are made when necessary.	The system will record the BPA Conservation and 3rd Party program modifications.	Programs Group	
49	Deactivate Programs	Programs	Future	2-Important	Ability for a user to deactivate BPA Conservation and 3rd Party Programs.	There are currently 5 sectors and 20 sub-sectors defined for BPA conservation programs. Deactivations are made when necessary.	The system will deactivate the BPA Conservation and 3rd Party program information so it is no longer available to users.	Programs Group	

ID	Title	System Category	Type	Priority	Actionable	Measurable	Testable	Requirement Owner	Ref. Req. ID
50	Maintain Program Parameters	Programs	Future	1-Must Have	Ability to modify date, number values and effective dates for conservation programs and business rules that are defined as system parameters that can be changed without programming resources.	There are numerous dates, numeric values and effective dates tied to conservation programs and business rules that support the Implementation Manual where only the value changes from time to time.	The system will record the change of date, numeric value and effective date for the related conservation program and business rule.	Programs Group	
51	Associate Programs with Users	Programs	Future	2-Important	Ability to associate users to a program.	Allow relationship between programs and users that is enforced to prevent users that are not authorized for a program from submitting or using that program in an EE report.	Users without access to a program cannot use it in preparing a project or submitting a report.	Programs Group	
52	Associate Programs with Measures	Programs	Future	2-Important	Ability to associate measures to program.	Creating this association limits the measures that can be used within the program to those that are pertinent.	When selecting measures within a program; only those pertinent to the program will appear.	Programs Group	
53	Create Workflow Activities and Alerts	Incentive Processing	Future	2-Important	Ability to create workflows (tasks, milestones, required approvals, actions, etc.) for all functional areas of the system.	Based on BPA business rules and conservation programs the system will create workflows to automate the submission and approval processes. Currently there are two types of processes: Deemed and Custom Projects.	The system will record the business rules and workflow actions for the specified processes.	Programs Group	

ID	Title	System Category	Type	Priority	Actionable	Measurable	Testable	Requirement Owner	Ref. Req. ID
54	Modify Workflow Activities and Alerts	Incentive Processing	Future	2-Important	Ability to modify workflows (tasks, milestones, required approvals, actions, etc.) for all functional areas of the system.	Based on BPA business rules and conservation programs the system will maintain workflows to automate the submission and approval processes. Currently there are two types of processes: Deemed and Custom Projects.	The system will record the modified business rules and workflow actions for the specified processes.	Programs Group	
55	Delete Workflow Activities and Alerts	Incentive Processing	Future	2-Important	Ability to delete workflows (tasks, milestones, required approvals, actions, etc.) for all functional areas of the system.	Based on BPA business rules and conservation programs the system will delete workflows that automate the submission and approval processes. Currently there are two types of processes: Deemed and Custom Projects.	The system will delete workflow actions for the specified processes.	Programs Group	
56	Maintain Funding Sources	Programs	Current	2-Important	Ability to configure funding sources without requiring the vendor to make programmatic changes.	There are currently 5 funding sources with new ones added when required.	The system will record the funding source name.	System Admin	

ID	Title	System Category	Type	Priority	Actionable	Measurable	Testable	Requirement Owner	Ref. Req. ID
57	Project Tracking and Reporting	Incentive Processing	Future	2-Important	Ability to track a project from the engineering study to completion - cradle to grave tracking.	There are tasks/activities related to a project as it moves through the system, i.e. TSP tracking number, Engineering study. Generally there are 10 - 15 tasks associated with a project.	The system will record the related TSP tracking number or engineering study information for the project.	Engineering Group	
58	Planning	Programs	Obsolete	3-Nice to Have	Ability to utilize the planning functions of the PTR.	N/A	N/A	BPA	

2.1.4 Measure Incentive and Custom Project Processing

This section includes high level requirements for activities related to measure incentive processing for the utilities, COTRs, EERs and Engineers.

ID	Title	System Category	Type	Priority	Actionable	Measurable	Testable	Requirement Owner	Ref. Req. ID
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ID	Title	System Category	Type	Priority	Actionable	Measurable	Testable	Requirement Owner	Ref. Req. ID
59	Create Custom Project Templates	Incentive Processing	Future	2-Important	Ability to create Custom Project templates and flows.	Custom project templates and flows are created when needed.	The system will record the custom project template and flow information.	System Admin	
60	Modify Custom Project templates	Incentive Processing	Future	2-Important	Ability to modify Custom Project templates and flows.	Custom project templates and flows are modified when needed.	The system will record the custom project template and flow modifications.	System Admin	
61	Deactivate Custom Project Templates	Incentive Processing	Future	2-Important	Ability to deactivate Custom Project templates and flows.	Custom project templates and flows are deactivated when needed.	The system will record the custom project template and flow deactivation so it is no longer available to users.	System Admin	
62	Bulk Upload of Data	External Interface	Current	2-Important	Ability to upload bulk data from Excel spreadsheets.	Detailed measure data is summarized in a separate tab on the Excel spreadsheet for the off line calculators.	The system will upload the summary data from the Excel spreadsheet.	Utility	

ID	Title	System Category	Type	Priority	Actionable	Measurable	Testable	Requirement Owner	Ref. Req. ID
63	Deemed Calculators	Incentive Processing	Current	2-Important	Ability to download energy savings calculators for custom projects and lighting from within the workspace.	There are 3 Excel spreadsheets that are used to calculate energy savings and are then uploaded to the system.	The system will accept and record the uploaded data into a report.	Utility	
64	Attach and detach documents to a project or report	Document Library	Future	2-Important	Ability to attach related or required documents to a project or report that is stored in a centralized document management and/or interface with the enterprise document management system.	There are many types of documents that are associated with bi-annual report, monthly invoices and custom proposals that need to be attached to projects or reports. Valid types are MS Office documents, .pdf and .txt files. Generally 3 to 5 files are required.	The system will associate one or more documents to projects or reports.	COTR Group	
65	Report Approval Recording	Incentive Processing	Future	2-Important	Ability to track all the related report approvals based on the business rules.	There are several departments and users who must provide an approval for submitted reports from utilities.	The system will record the disposition of all report decisions and notify the user via email.	COTR Group	

ID	Title	System Category	Type	Priority	Actionable	Measurable	Testable	Requirement Owner	Ref. Req. ID
66	Create report from an existing report	Incentive Processing	Future	2-Important	Ability to copy data from an existing report to create a new report.	There are bi-annual reports and monthly invoices submitted by the utilities where some utilities submit similar reports each time and one new report can be created from an existing report, allowing the user to make changes to the new report before submitting it for approval.	The system will create a new report from data on previous report and record the changes entered by the user.	Utility	
67	Flexible reporting intervals	Incentive Processing	Future	2-Important	Ability to file invoice reports more frequently than required by BPA to reduce the reimbursement time.	Allow data to be updated real-time and allow user to initiate generation of a report detailing the requirements implemented for a measure. The report is submitted to BPA for approval and subsequent payment.	The system will record the updates and generate the report.	Utility	
68	Completion Reports	Incentive Processing	Current	2-Important	Ability to generate biannual reports for CRC, IRMP and HWM, and monthly invoices for CAA.	When a utility has implemented a measure or set of measures it fills in the completion date and submits the report for approval.	The system will record the completion date and generate the report.	Utility	

ID	Title	System Category	Type	Priority	Actionable	Measurable	Testable	Requirement Owner	Ref. Req. ID
69	COTR Oversight	Incentive Processing	Current	2-Important	Ability for COTR to make decisions on proposals, completion reports, reports, invoices, and oversight and correction of invoices/reports submitted by a utility.	There are bi-annual reports, monthly invoices and custom proposals for conservation programs that are submitted by the utilities and require acceptance, request for modification or rejection. 90% of customers submit biannual reports, between 30 and 40 customers submit monthly invoices and between 200 and 400 custom projects are processed.	The system will record the disposition of the bi-annual report, monthly invoices and custom proposals and notify the user via email of the status.	COTR Group	
70	Line Item Rejection	Incentive Processing	Future	2-Important	Ability to reject at the line item level for reports so the item is returned to the utility for correction and submitted on the original report.	There are bi-annual reports and monthly invoices for conservation program that are submitted by the utilities with multiple line items and one or more of the line items needs to be rejected.	The system will record the line item rejection and notify the user via email of the rejection.	COTR Group	
71	Track self-funded projects	Incentive Processing	Obsolete	2-Important	Ability to report/track utility self funded projects/non BPA cost effective items to prevent Tier 2 rates.	There are many conservation measures and projects that BPA does not offer any incentive but they still provide energy savings for the utility. Utilities fund and report these energy savings.	The system will create a report and record the energy savings for self funded items.	Utility	56

ID	Title	System Category	Type	Priority	Actionable	Measurable	Testable	Requirement Owner	Ref. Req. ID
72	Assign Resources and Tasks to Workflows	Incentive Processing	Future	3-Nice to Have	System must assign resources and tasks based on workflows and defined business rules.	Workflows will have multiple steps. Resources are fewer than 500. Generally there are between 10 and 20 steps to a process.	The system will record the assigned resources and tasks for the workflow.	Programs Group	
73	Links to related data	User Interface	Current	2-Important	Ability to click on a link that takes the user to sources related to measure data associated with the implementation manual, CTED, NEEA, etc.	There are many acronyms and references related to measure data that are outside the PTR system which are necessary for the user to understand the measure. Estimated number of 35.	The system will direct the user to the link behind the special field which will provide details.	Utility	
74	Create and Manage shopping cart	User Interface	Obsolete	2-Important	Ability to create and manage items in a shopping cart.	N/A	Users can view their shopping cart. No other user can view the cart prior to submittal.	Utility	

2.1.5 Budgeting and Reporting

This section includes high level requirements for activities related to finance accounting and reporting for BPA, utilities, RTF, other state agencies.

ID	Title	System Category	Type	Priority	Actionable	Measurable	Testable	Requirement Owner	Ref. Req. ID
75	Maintain BPA Budgets	Budgeting	Future	2-Important	Ability to create, save, view, and modify standard budgets, actual costs, and forecast reports for internal or external audiences.	The conservation budget is created by BPA for biannual, annual and 5-year budgets. A single budget with one template. Plus 4 templates for funding sources.	The system will record BPA's annual, biannual, or 5-year conservation budget.	BPA	
76	Maintain Utility Budgets	Budgeting	Current	2-Important	Ability to handle each Utility's annual conservation budget planning as defined by BPA based on funding source.	Each utility is allocated a portion of the total annual conservation budget from BPA by funding source. Estimated 150 budgets within one template.	The system will record the allocated budget amount for each utility by funding source.	Utility	
77	Define and Maintain Utility CAA Budget	Budgeting	Obsolete	2-Important	Ability to define and maintain the CAA budgets for participating utilities.	Ability to generate a report for each (150) user; from a single template.		Programs Group	76
78	Define and Maintain Utility CRC Credit	Budgeting	Obsolete	2-Important	Ability to define and maintain the CRC credit amount for participating utilities.	Ability to generate a report for each (150) user; from a single template.		Programs Group	76

ID	Title	System Category	Type	Priority	Actionable	Measurable	Testable	Requirement Owner	Ref. Req. ID
79	Pre-defined Reports	Reporting	Future	2-Important	Ability to execute standardized departmental reports.	Each department requires a set of standard reports that are defined to assist the department with day to day operations. Estimated 20 to 40 departmental reports.	The system will generated the reports selected by the user based on a set of defined requirements.	BPA	
80	Customizable Reporting	Reporting	Future	2-Important	Ability to be able to define reports and report rules for how to categorize, interpret and/or transform data and specify which data fields appear on reports.	There are many times users need to generate special or one time reports and require the ability to define report rules and select which data fields need to appear on the report.	The system will generate a report for the user based on the rules defined and data fields selected.	BPA	
81	Dashboard Reports	Reporting	Future	2-Important	Ability to provide a fully featured, customizable dashboard to all users.	Each department tracks data related to its activities and process which are summarized on a Dashboard Report. Each user that is authorized can view data related to its institution. Certain users can see global information. Single report template for dashboard.	The system will summarize the predefined data for the user requesting the Dashboard Reports.	BPA	
82	Status/Pipeline Information by program and status	Reporting	Future	2-Important	Ability to generate a pipeline report based on data in the system.	Single pipeline report will show depending on the institution or global views. Two report templates.	The system will display the pipeline report based on the user's permissions.	Programs Group	

ID	Title	System Category	Type	Priority	Actionable	Measurable	Testable	Requirement Owner	Ref. Req. ID
83	Other Agency Reporting	Reporting	Future	2-Important	Ability to create reports for other agencies, other than BPA, i.e., CTED, NEEA, I-937, PUC.	In addition to BPA reports, utilities are required to report to several other agencies on varying intervals and differing report formats. Expected 4 additional templates.	The system will record each agency's report format and generate the report based on the required interval.	Utility	
84	Regional Conservation Progress (RCP) Reporting	Reporting	Current	2-Important	Ability to generate the Council required report summarizing the region's progress toward conservation goals.	Utilities are required to file an annual RCP report. A single report template.	The system will record the data and generate the report.	RTF	
85	Data Download	Reporting	Current	2-Important	Ability to download report/invoice data into Excel spreadsheets.	Utilities submit bi-annual reports and monthly invoices that include measure and conservation data. Ability to download is for only the bi-annual quarterly and monthly invoice report (three templates).	The system will format the bi-annual report and monthly invoice data and download it in a format readable by Excel.	Utility	

2.1.6 External Entity Management

This section includes high level requirements for external interfaces with outside systems.

ID	Title	System Category	Type	Priority	Actionable	Measurable	Testable	Requirement Owner	Ref. Req. ID
86	Create Upload Interface	Incentive Processing	Future	2-Important	The ability to create an upload interface to the system for an Excel calculator without programming resources.	There are 3 Excel spreadsheets that are used to calculate energy savings and are then uploaded to the system.	The system will accept and record the upload interface information.	System Admin	
87	Modify Upload Interface	Incentive Processing	Future	2-Important	The ability to modify an upload interface to the system for an Excel calculator without programming resources.	There are 3 Excel spreadsheets that are used to calculate energy savings and are then uploaded to the system.	The system will accept and record the modifications to the upload interface.	System Admin	
88	Delete Upload Interface	Incentive Processing	Future	2-Important	The ability to delete an upload interface to the system for an Excel calculator without programming resources.	There are 3 Excel spreadsheets that are used to calculate energy savings and are then uploaded to the system.	The system will delete the upload interface.	System Admin	
89	Upload Project data from Excel	Conservation Measures	Obsolete	2-Important	Upload the project data into the PTR database.	Project data uploaded with up to 100 records accepted and made immediately available to appropriate users.	Project data accepted from external source if it is on the current version of the upload spreadsheet.	RTF	86

ID	Title	System Category	Type	Priority	Actionable	Measurable	Testable	Requirement Owner	Ref. Req. ID
90	Automated Measure Data Transfer	Conservation Measures	Future	2-Important	Ability for the system to automatically upload the data from the RTF Measure repository into the PTR system. Ability to incrementally upload new measures to the PTR system.	Handle an initial upload of over 5000 measures with incremental smaller uploads subsequent to the initial upload.	Without user intervention the system will take as input the RTF data files, extract, transform and load them into the PTR database and immediately make them available for use in the PTR. Testing prior to deployment will be handled by multiple development environments.	System Admin	

ID	Title	System Category	Type	Priority	Actionable	Measurable	Testable	Requirement Owner	Ref. Req. ID
91	Calculate cost-effectiveness of Measures	Conservation Measures	Future	2-Important	<p>Build ProCost functionality into the PTR System. The ProCost model quantifies all costs to society including first costs, operating costs, and periodic maintenance and replacement costs and costs on the transmission and distribution system.</p> <p>The model also estimates all of the benefits to society that can be quantified including avoided energy and capacity resources, avoided transmission and distribution system losses, and non-energy benefits such water savings, as well as environmental externalities and the regional conservation credit.</p> <p>ProCost is set up to analyze all three of these levels of analysis: individual measure, measure bundle, and market segment program.</p>		The system will allow for modeling of new measures, running the appropriate models to determine different cost and benefit aspects to determine the avoided cost for deemed measures. The model will allow for generation of new measures in PTR by committing a particular model scenario to the measure catalog.	RTF	
92	EE Database Interface	EE Database	Future	2-Important	Automated interface with the EE database that extracts required data from the PTR system and loads it to the EE database.	There are bi-annual and monthly invoice reports that contain detailed conservation information which will be summarized and formatted for the EE Database.	The system will generated the summary data files from bi-annual and monthly invoice reports for the EE Database based on predefined intervals.	BPA	

ID	Title	System Category	Type	Priority	Actionable	Measurable	Testable	Requirement Owner	Ref. Req. ID
93	EE Database Integration	EE Database	Future	2-Important	Integrate the EE database as a module of the PTR System.	Summary data derived from the transaction data of the PTR system are utilized to report BPA's conservation efforts.	The system will record the summary data generated from the transactions of the PTR system.	BPA	
94	Utility EE system Interface	External Interface	Future	2-Important	Users can create an interface to the PTR system allowing for uploading of information on a batch basis into the PTR. Users can download through the same interface allowing users to pull information associated with their institution from the PTR into their system.	Two file formats are to be supported initially; XML with a WSDL.	System will accept valid data and reject any records not valid by data integrity rules. Rejected reports will describe the rejected records.	Utility	
95	TSP Interface	External Interface	Future	2-Important	Ability to receive data from the TSP system to allow association with deemed measures or custom projects.	A tracking number is assigned for each proposal submitted to the TSP. This will be carried forward to the deemed measure or custom projects that is utilized within the system.	The TSP tracking number will be associated with the individual projects in the system	Engineering Group	
96	Federal Payment System Interface	External Interface	Future	2-Important	Initiate payment through completion of projects within PTR that automatically requests payment of a rebate to a PTR system user.	The completion of a project should include it in the monthly payment invoice from the funding source. Additional interfaces will be needed for payment from sources other than the Federal Payment system.	The system will send a payment request to the Federal Payment system after an invoice has been flagged for payment by an authorized user. User authorizing payment to be recorded for audit.	BPA	

ID	Title	System Category	Type	Priority	Actionable	Measurable	Testable	Requirement Owner	Ref. Req. ID
97	Common interface file format	Conservation Measures	Future	2-Important	Ability to utilize a standard file format for downloading measure catalog data from utilities for reporting purposes.	Users should be able to download all measures that their institution is associated with.	The system will utilize the standardized set of fields when downloading measure catalog data. The system will not accept measures from an external entity that are not compatible with the data model and system assumptions	Utility	

2.2 Non Functional Requirements

This section includes the non functional requirements for the system.

ID	Title	System Category	Type	Priority	Actionable	Measurable	Testable	Business Owner	Ref. Req. ID
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ID	Title	System Category	Type	Priority	Actionable	Measurable	Testable	Business Owner	Ref. Req. ID
98	Reliability and Availability	System Admin	Future	2-High	<p>Allow vendor to architect system to meet the specific availability and reliability requirements listed below.</p> <p>Reliability and Availability describe the system's ability to perform its stated functionalities accurately under stated availability window. The system in general should be available during normal business hours between 6 a.m. - 8 p.m. Monday through Friday and 6 a.m. to 2 p.m. on Saturday and Sunday (Pacific Standard Time (PST)/ (PDT). At this moment, there is no high-availability requirement, i.e., there can be a single point of failure for any system node in the initial system design. However, the system design should NOT preclude the system to become highly available in the future should such a need arise. For example, the database can run on a single node, but database design and vendor choice should allow clustering in the future if necessary. The same principle will apply to the user interface tier and middle tier as well.</p>	<p>Specific availability window or node requirements are measurable.</p> <p>Business hours (6am – 8pm) the whole year except federal holidays plus for two weeks prior to the reporting period (quarterly) it should be available on weekends and holidays too.</p>	Test case can be build to test the specific requirements.	BPA Management	

ID	Title	System Category	Type	Priority	Actionable	Measurable	Testable	Business Owner	Ref. Req. ID
99	Performance	System Admin	Future	2-High	<p>Performance under web application context describes the average response time that end users will need to wait before a particular task is finished as described below.</p> <p>The system should be designed so that tasks are at the proper granularity level. In extreme cases where large amount of data will need to be processed to generate the result, UI cues (e.g., progress bar) and/or asynchronous processing model can be utilized to alleviate user wait.</p>	Performance under web application context describes the average response time that end users will need to wait before a particular task is finished.	Performance under web application context describes the average response time that end users will need to wait before a particular task is finished.	BPA Management	

ID	Title	System Category	Type	Priority	Actionable	Measurable	Testable	Business Owner	Ref. Req. ID
100	Scalability	System Admin	Future	3-Medium	<p>In the context of high performance computing, scalability describes the system's ability to handle growing amounts of load in a graceful and cost-effective manner.</p> <p>In the context of high performance computing, scalability describes the system's ability to handle growing amounts of load in a graceful and cost-effective manner. PTR system has unique usage patterns in that peak time concurrent usages are exponentially larger than non-peak time, even though the actual durations of the peak time is less than a couple of months each year. As such, certain on-demand system infrastructure capabilities should be considered to handle the peak-n-trough usage pattern. This can include horizontal scaling (e.g., additional hardware box during peak time) and vertical scaling (e.g., more memory or CPU allocation to the same node). Other techniques such as database partitioning can also be used as secondary measure.</p>	<p>In the context of high performance computing, scalability describes the system's ability to handle growing amounts of load in a graceful and cost-effective manner.</p>	<p>In the context of high performance computing, scalability describes the system's ability to handle growing amounts of load in a graceful and cost-effective manner.</p>	BPA Management	

ID	Title	System Category	Type	Priority	Actionable	Measurable	Testable	Business Owner	Ref. Req. ID
101	Supportability	System Admin	Future	2-High	<p>Supportability refers to how easy it is for IT personnel to install, configure and maintain the system over the long term.</p> <p>In particular, the system should</p> <ol style="list-style-type: none"> 1) Use a layered architecture with clear logical boundaries to facilitate separation of responsibilities 2) Provide an admin interface so certain data elements and business rules can be manipulated by business users directly to reduce IT overhead 3) Use open standards and loosely coupled components (e.g., service-oriented architecture when appropriate) to construct business service so that future migration, integration and modification will have less impact 	<p>Supportability refers to how easy it is for IT personnel to install, configure and maintain the system over the long term.</p>	<p>Supportability refers to how easy it is for IT personnel to install, configure and maintain the system over the long term.</p>	BPA Management	

ID	Title	System Category	Type	Priority	Actionable	Measurable	Testable	Business Owner	Ref. Req. ID
102	Portability and Integration	System Admin	Future	2-High	Excel will continue to be an important part for the future system. As such, the system needs to provide Excel integration capability to allow users to upload and download Excel spreadsheets in a cost-effective manner.	Excel integration capability to allow users to upload and download excel spreadsheets	Excel integration capability to allow users to upload and download excel spreadsheets	BPA Management	
103	Technology Constraints	System Admin	Future	3-Medium	The application should use open (vendor-neutral) industry standards-based technologies so that it's not tied to a particular vendor, unless there is a strong business case justifying a proprietary alternative.	The application should use open (vendor-neutral) industry standards-based technologies so that it's not tied to a particular vendor, unless there is a strong business case justifying a proprietary alternative.		BPA Management	

ID	Title	System Category	Type	Priority	Actionable	Measurable	Testable	Business Owner	Ref. Req. ID
104	Usability	User Interface	Future	2-High	<p>The UI will need to be built to conform to the usability requirements listed below.</p> <ol style="list-style-type: none"> 1) Provide a rich interactive web-based user interface that is consistent and intuitive to navigate 2) Screen layout needs to be uniform with regard to headers, footers, menus and context-sensitive help etc. 3) Consistent and aesthetically-appealing styling needs to be applied to the whole presentation tier 4) End user personalization and templating mechanism are highly desirable so users can customize their process within system boundary 5) Modern UI widgets need to be applied properly so users won't be forced to manually type in all inputs (e.g., in-line editing, copy-n-paste, intelligent lookup on-the-fly capabilities etc.) 6) Robust validation mechanism needs to be put in place so that error messages will precisely indicate the problem and constructively suggest a solution 	The UI will be measured against those requirements.	The UI can be tested against those requirements.	BPA Management	

3 Glossary

Term/Acronym

3rd Party

Definition

Non-regulated implementers of ratepayer funded energy efficiency activities that (1) receive the customer rebate, or (2) offer the Demand Side Management product to customers. Often used to describe types of programs and referred to as vendors, this is a delivery channel through which a utility contracts to deliver Demand Side Management products to customer segments.

AE

BPA Power Account Executive

aMW

The unit of energy output over a year, equivalent to the energy produced by the continuous operation of one megawatt of capacity over a period of time; also an average of one million watts transferred over a period of time (often a year, thus average annual megawatts). 8,760,000 kilowatt-hours per year.

ASP

Active Server Pages, also known as Classic ASP or ASP Classic, was Microsoft's first server-side script engine for dynamically-generated web pages. It has now been superseded by ASP.NET.

Avoided Cost

1) The costs an electric utility would otherwise incur to generate power if it did not purchase electricity from another source. 2) An investment guideline, describing the value of conservation and generation resource investments in terms of the cost of more expensive resources that would otherwise have to be acquired.

BPA

Bonneville Power Administration

BPA – Qualified Measure

An energy conservation measure approved by BPA.

C&RD

Conservation and Renewable Discount

CAA

Conservation Acquisition Agreement

Calculated Measure

A resource product that is a typical component of customized solutions delivered to customer segments and paid to a customer or a customer interface in order to obtain a specific act, typically the installation of energy efficiency equipment.

Contractor

A person or an organization employed (compensated monetarily) by a delivery channel (program type or implementer) to deliver Demand Side Management products to customer segments, typically as an integral part of a program.

COTR

BPA Contracting Officer's Technical Representative

COTS

Commercial, off the Shelf software packages

CRC

Conservation Rate Credit

Credits

See Rebate.

CTED

Community, Trade and Economic Development for the state of Washington.

Term/Acronym	Definition
Custom Project	Measures or projects where there is not a deemed method of determining the reimbursement. In these cases, the reimbursement is determined by multiplying the accepted, verified energy savings by the BPA Willingness To Pay (WTP). Measures for which this method is used to determine the reimbursement must meet the specification and funding source requirements for certain sectors or other measurement guidelines as applicable.
Deemed Measure	A resource product that is a typical component of off the shelf solutions delivered to customer segments and is a pre-determined amount of rebate (incentive payment) paid to a customer or a customer interface in order to obtain a specific act, typically the installation of energy efficiency equipment.
ECA	Energy Conservation Agreement which is an enabling contract, and may be considered as a backstop funding source in the event no rate credit is available in the next rate period.
EE	Energy Efficiency
EE Database	BPA's official repository for conservation achievements achieved by BPA customers (i.e. utilities).
EER	BPA Energy Efficiency Representative
ETO	The Energy Trust of Oregon is an independent nonprofit organization dedicated to energy efficiency and renewable energy development.
Funding Source	Monetary source for incentives based on BPA Conservation Programs, i.e. CRC.
HWM	High Water Mark
I-937	Initiative – 937, a clean energy initiative in the state of Washington that requires the state's major utilities to gradually increase the amount of new renewable resources in their electricity supply to 15 percent by 2020. Electric utilities also must acquire all cost-effective energy conservation resources in their service territories beginning in 2010.
Incentive (credits/rebates)	See Rebate.
IOU	Investor-owned utility
IRMP	Irrigation Rate Mitigation Product
Measure	A specific action or installed device that saves energy.
NEEA	Northwest Energy Efficiency Alliance
NPCC	Northwest Power Conservation Council (the Council)
Oversight	A contract management activity, designed to assure the government that it is getting what it pays for with some level of certainty.
Pooling Group	A group of utilities that act as one entity when purchasing energy resources.
ProCost	The Regional Technical Forum tool used to calculate and create conservation measures.

Term/Acronym	Definition
Program	<p>A collection of defined activities and measures that:</p> <ul style="list-style-type: none"> ▪ are carried out by the administrator and/or their subcontractors and implementers, ▪ target a specific market segment, customer class, a defined end use, or a defined set of market actors (e.g. designers, architects, homeowners), ▪ are designed to achieve specific efficiency related changes in behavior, investment practices or maintenance practice in the energy market, and ▪ are guided by a specific budget and implementation plan. ▪ Classified as either Statewide or Local and as energy efficiency, demand response or customer generation. A program contains sub-programs.
Project	A calculated incentive and/or a deemed rebate and/or other Demand Side Management product or service that are packaged together specifically to address a customer's individual or unique needs.
PTR	Planning, Tracking, and Reporting system for customers to report conservation activity.
PUC	Public Utility Commission
Rate period	The period of time during which a specific set of rates established by BPA are applied.
Rebate	A term representing monetary incentive levels for the installation of energy efficiency measures; includes monetary amounts allocated against a customer's Conservation Rate Credit as well as reimbursements under a customer's Conservation Acquisition Agreement.
RED Book	The annual Conservation Resource Energy Data Report is a summary report derived entirely from the EE Database.
Renewables	Energy generated from natural resources—such as sunlight, wind, rain, tides and geothermal heat—which are renewable (naturally replenished).
RTF	Regional Technical Forum, an advisory committee established in 1999 to develop standards to verify and evaluate conservation savings. (Members of the RTF are individuals experienced in conservation program planning, implementation and evaluation and are appointed by the Northwest Power and Conservation Council.)
RTF – Approved Measure	An energy conservation measure approved by the RTF.
Sector	A large group of consumers with similar uses for electricity and similar conservation or generation opportunities; also called consumer group (e.g. Industrial, Residential).
Shopping Cart	Used in e-commerce to assist people making purchases online that allows online shopping customers to place items in the cart.

Term/Acronym

Synergy Consulting,
Inc.

TSP

Definition

The consulting firm who designed and developed the PTR system. It continues to enhance and maintain the PTR system.

Technical Service Provider for energy efficient technical services for application in the Agricultural, Commercial and Industrial sectors.

Appendix A

The ProCost model quantifies all costs to society including first costs, operating costs, and periodic maintenance and replacement costs and costs on the transmission and distribution system. The model also incorporates all of the benefits to society that can be quantified including avoided energy and capacity resources, avoided transmission and distribution system losses, and non-energy benefits such as water savings, environmental externalities and the regional conservation credit.

ProCost is set up to analyze three levels of analysis: individual measure, measure bundle, and market segment program. ProCost uses an approach that computes the present value of all of the costs and benefits over the life of a given measure. Measures are then grouped into the categories and the appropriate costs and benefits are summed across all measures in a category. If appropriate, these categories can be further aggregated into a program. If the program applies to multiple sub-segments of a market, then the categories are weighted and then added together across the sub-segments to represent the appropriate market segment for the region.

ProCost also provides the ability to bundle measures by category (such as end-use) and/or some cost-effectiveness criteria (such as levelized cost). Once the data model has been updated it is downloaded into a data file. The data file is sent to Synergy who then formats the data so it can be loaded to the measure database in the PTR system. As part of the future system, the ProCost model is envisioned to be a piece within the PTR system.