

# Project Management and Oversight Subcommittee Scope

## Purpose

The Project Management and Oversight Subcommittee (PMOS) works with NERC staff to support industry subject matter experts (SMEs) in all aspects of standard development. This includes advising and supporting Standard Drafting Teams (SDTs), periodic review teams, and special projects to achieve standard goals specified in the Reliability Standards Development Plan. The PMOS reports to the full Standards Committee (SC).

## Activities

The PMOS shall have, at a minimum, the following duties:

1. Support all Standard Authorization Request (SAR) drafting teams and SDTs by providing any specialized resources as may be needed to address Standards process issues and increase productivity and quality to reach consensus and/or meet its milestones and deadlines.
  - a. Assign a PMOS liaison(s) for each active standard development project who will provide oversight and support and maintain regular contact with the SDT Chair and NERC Standards Staff;
  - b. Facilitate SAR drafting teams and SDTs' use of stakeholder technical SMEs and NERC technical, standing, and regional committees for consultation, comments, and endorsement, as needed; and
  - c. Work with the SC Chair, Vice Chair, and NERC Standards Developer to support SAR drafting teams and SDTs to actively gain stakeholder engagement throughout all project activities. Engagement approaches may include, but are not limited to, outreach to individual industry SMEs and trade associations and webinars and workshops.
2. Work with NERC staff to develop preliminary project timelines to set the expectation prior to the solicitation of an SDT so that prospective members of an SDT can understand and commit to meeting the project timeline, including milestones, at the time of their nomination and appointment.
3. Work closely with NERC staff and the SDTs to establish milestones and deadlines for all SC work activities relating to standard development, up to and including NERC Board of Trustees approval.
  - a. Assist NERC staff and SDTs with the development of an initial project schedule for approval by the SC as referenced in Standard Processes Manual Section 4.4.1;
  - b. Actively monitor and assist NERC staff in the oversight of SDT milestones and deadlines, extending or expediting milestones and deadlines as appropriate;

- c. Work with NERC staff to develop and refine project management tools, such as dashboards and project charting for tracking projects and communicating the status of projects, including the reasons for and plans to address any schedule deviations; and
- d. Track the status and alignment of project timelines of all existing and pending Reliability Standards projects. The timelines should ensure resources are used efficiently.

## Membership

1. PMOS membership and participation is open to SC members and parties who are interested in supporting the reliability of the bulk power system<sup>1</sup>.
2. The need to add or replace members will be evaluated at least annually and nominations for new members may be solicited as necessary. The PMOS officers will select the new PMOS members.
3. The size of PMOS will be determined by the workload needs of the Subcommittee.
4. Members will serve two-year staggered terms with no term limits.
5. The SC Chair and Vice Chair may participate in and support the PMOS as non-members.
6. A NERC staff member will be assigned as the non-voting PMOS Coordinator.

## Officers

1. The SC Chair will appoint the PMOS officers (Chair and Vice Chair) for a specific term (generally two years).
2. The PMOS may recommend officer candidates for the SC Chair's consideration following a supporting motion by the PMOS membership. This may be via a nominating committee and/or election.
3. The PMOS officer appointment will be made at the third quarter SC meeting.
4. At least one PMOS officer must also be a member of the SC.
5. The PMOS Chair or Vice Chair will set the agenda and preside over the meetings and calls.
6. PMOS officers will generally serve two-year terms with no term limits.
7. The PMOS Vice Chair should be available to succeed the PMOS Chair.

## Reporting

1. The PMOS is accountable to the full SC and will report jointly with NERC staff on the status of all SDT activities and any issues at regularly scheduled SC meetings and calls.
2. This Scope is subject to SC approval.

---

<sup>1</sup> [NERC Rules of Procedure OP Sec 304 Part 1 Openness](#)

## Meetings

1. The PMOS will generally follow the approach used by the SC.
2. Four to six open meetings per year, or as needed. Emphasis will be given to conference calls and web- based meetings.
3. Members of the PMOS may not send a proxy.
4. PMOS meetings are open to any and all interested parties, subject to any preregistration meeting requirements included in the meeting announcement.