



memo

To: Natelle Dietrich, PSC; Brenda Wilbers, DNR
From: Tom Franks
Date: September 3, 2010
Copy: Fred Coito & Kristina Kelly, KEMA; Gwen Mizell, GSM Development
Subject: Status Update for August 2010

Invoice Support

The invoice for the period August 2010 (#20101653) represents work undertaken during this reporting period as follows:

- I. Task 001 – Kickoff Meeting
 - A. Finalize materials for kickoff meeting
 - B. Two representatives from KEMA and one from GSM attended 8/4 meeting in Jefferson City with PSC/DNR representatives.
 - C. Preparation and distribution of draft summary notes
- II. Task 002 – Work Plan
 - A. Prepared and delivered draft work plan on 8/13
 - B. Developed data requirement summary and form for PSC/DNR
 - C. Set and scheduled day and time for weekly check-in call with PSC/DNR
 - D. Participated in review during 8/18 agenda
 - E. Revised per comments
 - F. Resubmitted on 8/30
 - G. Finalized on 8/31
- III. Task 003 – Baseline Data Development – No activity
- IV. Task 004 – Measure Data Development – No activity
- V. Task 005 – Additional Data Development – No activity
- VI. Task 006 – Potential Assessment – No activity
- VII. Task 007 – Final Report – No activity
- VIII. Task 008 – Project Management
 - A. Ongoing communication with client re expectations and process
 - B. Schedule weekly conference calls with leads from PSC and DNR
 - C. Invoicing and reporting

Work Anticipated During Next Reporting Period

- I. Task 001 – Kickoff Meeting – None – Task completed
- II. Task 002 – Work Plan – None – Task completed

- III. Task 003 – Baseline Data Development
 - A. Begin collection of public data
 - B. Begin collection of MO specific data
 - C. Review data collected
 - D. Begin formatting data for input into tool
- IV. Task 004 – Measure Data Development
 - E. Begin collection of public data
 - F. Begin collection of MO specific data
 - G. Review data collected
 - H. Begin formatting data for input into tool
 - I. Prepare and present interim memo to PSC
 - J. Participate in interim review meeting
- V. Task 005 – Additional Data Development
 - K. Begin collection of public data
 - L. Begin collection of MO specific data
 - M. Review data collected
 - N. Begin formatting data for input into tool
- VI. Task 006 – Potential Assessment – None
- VII. Task 007 – Final Report – None
- VIII. Task 008 – Project Management
 - A. Ongoing communication with client through weekly conference calls, e-mail, and telephone calls as necessary.
 - B. Weekly team status meetings
 - C. Coordination with GSM
 - D. Reporting and invoicing

Issues

This section primarily lists issues by task that may:

- Require PSC/DNR approval or decision;
- Affect the schedule or budget; and/or,
- Affect the detail or accuracy of the final product

Where such issues exist, this section includes a proposed means of resolution and the responsible parties.

- I. Task 001 – Kickoff Meeting – None
 - II. Task 002 – Work Plan – None
 - III. Task 003 – Baseline Data Development – None
 - IV. Task 004 – Measure Data Development – None
 - V. Task 005 – Additional Data Development – None
 - VI. Task 006 – Potential Assessment – None
 - VII. Task 007 – Final Report – None
 - VIII. Task 008 – Project Management
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- A. The accepted work plan added three interim deliverables (one for each data collection task) and participation in public discussion at the PSC Agenda meeting without adding to the budget or increasing the time for project completion. This puts KEMA at risk of failing to bring the project in on time and/or on budget. The KEMA team has taken steps to reallocate resources to address this issue and will track.
- B. The addition of an interim deliverable after the development of technical and economic potential increased the reporting requirements without increasing the time or budget. The KEMA team anticipates that this will not adversely affect the time line and can be accommodated with careful budgeting of time in other activities.
- C. Due to personal issues, GSM Development has not presented its invoice to KEMA for inclusion in the attached invoice. For budget tracking purposes we include an estimated expenditure of \$750 in the summary discussion below. The actual charges will be reflected in the September invoice.

Action Item Summaries

Pending From Past Status Updates

Task #	Item/Issue Description	Activity	Responsible Party	Date Required	Date Completed
003-005	Acquire data from PSC/DNR	Follow up on data request generated to PSC/DNR	PSC/DNR & KEMA	Sept 15	
003 – 005	Acquire data from Ameren potential study	KEMA has made contact with Ameren staff and initiated process	KEMA	Sept 17	

Developed in this Status Update

Task #	Item/Issue Description	Activity – means of resolution	Responsible Party	Date Required
All	Scope expansion	KEMA will manage to the new scope	KEMA	Ongoing

Summary

The budget allocated \$17,520 to the completion of tasks 001 and 002. The total expenditure for these tasks is estimated to be \$16,446, a reduction of \$1,074. Project management expenditures to date have been approximately \$2,890, roughly 30% of the budget allocated to this task in the scope of work. This is primarily due to the expansion of scope noted above.

The PSC accepted the work plan per Commission direction after amendment on September 1. Work is proceeding as anticipated.

Please provide your comments, direction, and/or contact me with questions at your earliest convenience.
