**MDWG MIS Change Management Subgroup Meeting Notes 10/28/16**

* PPL spreadsheet cumbersome, information rich, need summary view or way to help with findability
* Do all employees have access to ppl and release management system?
* Some of the info, better to have web query/page version on site instead of waiting for monthly report
* How are data related changes flagged?
* Where is ‘Impacts Market’ flagged? During scheduling of release? Who sets that? Is anyone reviewing that status for accuracy?
* How does ‘Impacts Market’ change the process? Does it?
* Can ERCOT employees find data related changes in internal systems?
* Need to verify that all steps in process are published to stakeholders and where published. PPL, Stakeholder process, Release Calendar, Market Notices, etc.
* What drives the imprecise release window? Need to make sure WP captures Daniel’s story about this.
* Are there certain changes that need to have precise timing? What are they and how flagged? Tentatively scheduled. It’s also the case that most/all releases have very tight plans as far as timing, steps and resources.
* Where is content published now? Theory is that most of what’s needed is available on ercot.com but spread out and not interconnected in meaningful way but that some key pieces of information are missing. Future state is to add in content gaps (probably content is being generated by process but not communicated) and tie the relevant pieces together in a meaningful way.
* Content scope:
	+ What changes are coming?
	+ When will the change happen?
	+ What will the change look like?
* Other issue is if those impacted downstream have time and information to react to change.
* Host some of this on Github? Cost, public information. Built in communication functionality. EMIL.
	+ <https://github.com/facebook/react/tree/master/docs>
	+ <https://facebook.github.io/react/>
* Security review and classification of content. Public EMIL vs ERCOT EMIL vs MIS EMIL.