

NOT REVIEWED BY TEIS

**Market Testing
Checklists**

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**Supporting
Deregulation**

NAESB REQ
Technical Sub-committee
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Market Testing Checklist - Purpose

Market Testing Checklists frequently serve as the primary method Trading Partners use to report and track their status during a Market Test.

Market Testing Checklists are generally on-line tools created to ease the reporting and communication processes during a Market Test.

Market Testing Checklists may serve as a Central Point for Market Authorities to monitor the progress of a Market Test.

Market Testing Checklists can be created to support different phases of Market Testing.

Market Testing Checklists are generally created and managed by a Testing Administrator and serve as a helpful source of information for all Testing Participants as well as the Testing Administrator.

Phases of Market Testing Frequently Supported by a Checklist

- Preparation activities
- Communication of contact information
- Communication of banking information
- Communication of phases of readiness
- Connectivity Testing
- Pre-testing requirements - as established by market rules
- Pre-Testing Activities
- Market Testing Plans and Schedules
- Post Testing Activities

As a Checklist is created to support each phase of Market Testing, information should be shared amongst the associated Trading Partners as of the purpose, details, and activities the Checklist will support.

Contact Information regarding the party overseeing Checklist activities should also be communicated.

Market Testing Checklist - Format

The format for a Market Testing Checklist may change based on the purpose of the test as well as the factors being tested.

General formats should be structured to ensure Trading Partners can easily interpret and understand the status.

The Checklist should clearly represent each Trading Partner relationship for sending and receiving transactions according to a schedule that has been previously established, agreed and communicated.

A well formatted Checklist will assist all involved of correct, accurate, timely status.

In addition, the Checklist can serve as the Market testing indicator that the test has been successfully completed by those involved.

Properly formatting the Checklist should reduce uncertainty during the test.

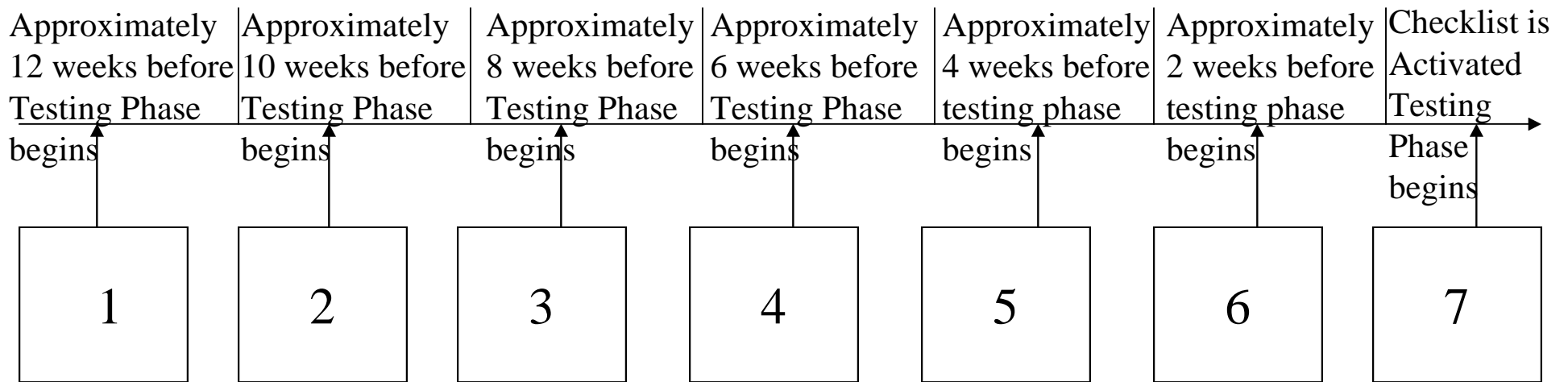
Market Testing Checklist - Items

Checklist items may include...

- Type of Checklist
- Trading Partner names
- Trading Partner relationships
- Trading Partner Role
- Transactions and or Market processes included in the test
- Dates or schedules associated with transactions or processes
- Data transport types
- Calendar Dates
- Summaries, percentages or totals

Creating a Market Testing Checklist

- 1 Once a Market Test Plan has been established, review processes to be completed
- 2 Create pre-testing activities timeline identifying various phases of testing
- 3 Determine testing phases that are best supported by a Checklist
- 4 Create Checklist(s) - format for phases of testing (as necessary)
- 5 Ensure Checklist works properly (internal test)
- 6 Communicate Checklist(s) and “How to Use” details to Test Participants
- 7 Activate Checklist - (enable available for updates)



A Market Test Plan should include processes to be tested as well as success criteria.

Checklist

Example of an Checklist Identifying Trading Partner Relationships

Trading Partners	Supplier 1	Supplier 2	Supplier 3	Supplier 4
Utility A		X		X
Utility B	X		X	
Utility C		X	X	
Utility D		X		

This type checklist is generally most helpful to the Testing Administrator

Daily Checklist

Testing Participants are required to state status as it pertains to Test Scripts for sending and receiving transactions.

Example indicates Suppliers sending 1 transaction to each associated Trading Partner for Monday.

Based on previous Trading Partner Relationship Checklist, status for Monday would be 100% complete.

Week 1	Monday	Tuesday	Wednesday	Thursday	Friday
Calendar Date	01/06/03	01/07/03	01/08/03	01/09/03	01/10/03
Simulated Date	12/16/02	12/17/02	12/18/02	12/19/02	12/20/02
Supplier 1	Sent 1 of 1				
Supplier 2	Sent 3 of 3				
Supplier 3	Sent 2 of 2				
Supplier 4	Sent 1 of 1				
Utility A	Received 2 of 2				
Utility B	Received 2 of 2				
Utility C	Received 2 of 2				
Utility D	Received 1 of 1				

Example of Checklist used to record Daily Progress for 1 week.

Checklist

Trading Partner and Associated Market Processes

TP/Process	Service Orders	Residential	Commercial Industrial	Continuous Service/Apts
Supplier 1	X	X		X
Supplier 2	X	X	X	X
Supplier 3			X	
Supplier 4	X	X		

Checklist identifying Trading Partners and associated processes assists Utilities by ensuring each Trading Partner completes testing scripts according to Market processes chosen by the Trading Partner.

Questions?