

Guidelines document for the Energy Settlement Performance Assurance Regime

Document 2 Performance Report Specification Template

The following is the Report Specification Template provided under the Guidelines document for the Energy Settlement Performance Assurance Regime.

This is one of the Documents governed under the Guidelines document for the Energy Settlement Performance Assurance Regime.

Version history

Version	Date	Reason for new version
0.1	May 2015	First published version
1.0	June 2015	Final version for workgroup report

Report Template

Report title	
Report reference	
Purpose of report	
Expected interpretation of report results	
Report structure (actual report headings and description of each heading)	
Data inputs to the report	
Number rounding convention	
History e.g. report builds month on month	
Rules governing treatment of data inputs (the actual formula / specification to prepare the report)	
Design questions awaiting a response	
Frequency of report	
Sort criteria – alphabetical, ascending etc	
History / background	
Additional comments	
Estimated development cost	
Estimated ongoing cost	

Example report format

Title				
Date				
Data	Data	Data	Data	Data
Data	Data	Data	Data	Data
Data	Data	Data	Data	Data