

Lower Churchill Management Corporation



LCP Reporting Matrix

Nalcor Doc. No. LCP-PT-MD-0000-PC-FR-0002-01

Comments: To be used in conjunction with <i>LCP Stewardship Reporting Procedure - LCP-PT-MD-0000-PC-PR-0017-01.</i>				Total # of Pages: (Including Cover):  2
B2	23-Apr-2018	Re-issued for Use	<i>J. Grandy</i> J. Grandy	<i>T. Power</i> T. Power
B1	24-Feb-2016	Issued for Use	J. Grandy	A. Embury
Status / Revision	Date	Reason for Issue	Prepared by	Functional Manager Approval

LCP REPORTING MATRIX

Department	Report (Output)	Frequency	Cut-Off Date	Issue Date	Purpose and brief description	Source of Requirement	Source of Information (Input)	Responsible for Preparation	Review and Validation	Sign-Off for Release	Form of Distribution	Responsible for Distribution	Audience / Recipients
Project Controls	Cash Flow Forecast (to end of Project)	Monthly	25th of month	10th of following period	*Provided to Emera, Province and Federal Gov't to facilitate funding to the Project.		F&A	Lead Cost Controller	Finance Team		Email	Lead Cost Controller	Finance Team
Project Controls	Incurred Cost Report	Monthly	25th of month	As outlined within Finance Reporting Calendar	*Facilitate preparation of accrual file		PM+/Prism	Lead Cost Controller	Lead Cost Controller		Email	Lead Cost Controller	Finance Team/Project Controls Team
Project Controls/Finance & Accounting	EPCM and Owners Accrual	Monthly	25th of month	As outlined within Finance Reporting Calendar (usually Day 1/Day 2 following calendar month end)	*Facilitate accrual process with JD Edwards and assist in reconciliation of the three systems - Prism, PM+ and JD Edwards		EPCM Accrual: PM+ Month End Incurred and Invoiced Data Owners Accrual: Prism Month End Incurred and Invoiced Data	EPCM Accrual: Project Controls (Owner's Cost Controller) Owners Accrual: Finance & Accounting (Financial Analyst)	Finance Team		Email	Owner's Cost Controller/Financial Analyst	Finance Team
Project Controls	Project Controls Monthly Summary	Monthly	25th of month	10-13th of following period (as outlined within Cost Control Calendar)	*To provide monthly project controls overview (includes cost, schedule and risk), and facilitate meeting to discuss		Prism, PM+, Lead Cost Controller, Senior Cost Controller, Project Controls Component Leads, Cost Controllers, IPS Senior Planner	Lead Cost Controller	Project Controls Manager LCP Senior Management	Lead Cost Controller Project Controls Manager Deputy Project Director-Generation Project Director-Generation General Project Manager-Transmission Link	Email	Lead Cost Controller	LCP Senior Management
Project Controls	Monthly Cost Overview Data-Compilation of Separate files from Project Controls Monthly Summary, including Cost Reports, Curves, Contingency Drawdown, Narrative & Highlights	Monthly	25th of month	10-13th of following period (as outlined within Project Controls Executive Level Reporting Schedule)	*To provide monthly project cost overview once approval provided, for integration into Monthly Reporting Deliverables for the current period		Prism, PM+, Lead Cost Controller, Senior Cost Controller, Project Controls Component Leads, Cost Controllers	Lead Cost Controller	Project Controls Manager Stewardship Reporting Coordinator		Email	Lead Cost Controller	Compiled into multiple reporting deliverables and distributed as indicated
Project Controls	Cost Flow	Monthly	25th of month	As outlined within Finance Reporting Calendar (usually Day 5 following calendar month end)	*To facilitate financial reporting requirements		Prism, PM+, Lead Cost Controller, Senior Cost Controller, Project Controls Component Leads, Cost Controllers	Lead Cost Controller	Lead Cost Controller		Email	Lead Cost Controller	Finance Team
Project Controls	Construction (Lenders) Reports	Monthly	Cost-25th of month Schedule-last Wednesday of month Construction update-end of month	*20th day of following period (as outlined within Project Controls Executive Level Reporting Schedule)	* Completion of two separate reports (Muskrat/LTA, and LIL) based on requirements of Financing Agreements * Report outlines project budget, provides cost analysis of current and to date planned/incurred cost, cost to complete and forecast cost, overview of construction progress and milestone dates, status of material project documents (contracts), and any material disputes *Facilitate funding request	Muskrat/LTA and LIL Project Finance Agreements	All cost, schedule and construction progress data for the current reporting period provided by Lead Cost Controller, IPS Senior Planner, Component and Functional Leads/Managers and Project Controls Leads	Stewardship Reporting Coordinator	Project Controls Manager LCP Senior Management	Executive Vice President Power Development Executive Vice President Power Supply	Email	Vice-President Finance Power Supply/Project Controller	LCP Senior Management Government of Canada Government of NL Oversight Committee Independent Engineer Legal Counsel Collateral Agent
Project Controls	LCP Executive Summary (Dashboard) Report	Monthly	Cost-25th of month Schedule-last Wednesday of month Construction update and HSE-end of month	As outlined within Project Controls Executive Level Reporting Schedule, and following distribution of the approved Construction Reports	*High level summary of the monthly report outlining Cost, Progress & Schedule Performance, Health & Safety, Environment, and construction highlights for the period		Project Controls Leads Component Managers/Leads Functional Departmental Managers/Leads Prism/PM+	Stewardship Reporting Coordinator	Project Controls Manager		Email	Stewardship Reporting Coordinator	Project Controls Leads Finance Team LCP PMT LCP Senior Management Government of NL Oversight Committee
Project Controls	Additional Material Documents and Monthly Progress Reports as outlined on the Material Project Document Monthly Report Status	As available	Monthly	As available	* Requirement within the Financing Agreements to provide 1.) copies of all Additional Material Documents listed in the agreement as they become executed; and 2.) copies of the Contractor's Monthly Progress Report for each Material Document	Muskrat/LTA and LIL Project Finance Agreements	Aconex Project Controls Leads Area Managers	Stewardship Reporting Coordinator	Project Controls Leads (in coordination with Component Managers and Package Reviewers)	Project Controls Manager (via RID Form)	Aconex Transmittal	LCP Document Control	Independent Engineer Government of NL Oversight Committee
Project Controls	Material Project Document Monthly Report Status	Monthly	End of month	10-13th of following period (as outlined within Project Controls Executive Level Reporting Schedule)	*To provide an overview of the availability and distribution of Contractor Monthly Reports for the Material Project Documents as outlined within the Financing Agreements	Muskrat/LTA and LIL Project Finance Agreements	Aconex Project Controls Leads Area Managers	Stewardship Reporting Coordinator	Project Controls Manager		Email	Stewardship Reporting Coordinator	LCP Senior Management Independent Engineer Government of NL Oversight Committee Government of Canada
Project Controls	Material Contracts Monthly Cost Summary	Monthly	25th of month	Following distribution of the Construction (Lenders) Reports	*To provide a monthly project cost overview for the list of Material Contracts	Muskrat/LTA and LIL Project Finance Agreements	Prism, PM+, Lead Cost Controller, Senior Cost Controller, Project Controls Component Leads, Cost Controllers	Lead Cost Controller	Project Controls Manager		Email	Stewardship Reporting Coordinator	Independent Engineer Government of NL Oversight Committee Government of Canada
Project Controls	Integrated Project Schedule (IPS)	Monthly	Last Wednesday of month (as outlined within Project Controls Executive Level Reporting Schedule)	Mid-Month (as outlined within Project Controls Executive Level Reporting Schedule)	* To provide summary and detail by scope and activity level of current LCP Integrated Project Schedule with any adjustments to timeline during the period		Primavera/Project Controls Leads/Project Controls Planners	IPS Senior Planner	Project Controls Manager		Email	IPS Senior Planner	Various members of LCP PDT Project Controls Planners LCP Senior Management Independent Engineer Government of NL Oversight Committee Government of Canada
Project Controls	LCP Corporate Plan Performance Report	Monthly	End of month	*25th day of following period (as outlined within Project Controls Executive Level Reporting Schedule)	* To provide LCP project status for update against corporate initiatives	Nalcor Energy Corporate	Monthly deliverables	Deputy Project Controls Manager/Stewardship Reporting Coordinator	Project Controls Manager LCP Senior Management		Email	Deputy Project Controls Manager	LCP Senior Management Nalcor Energy Executive Leadership
Project Controls	LCP Monthly Progress Report	Monthly	Cost-25th of month Schedule-last Wednesday of month Construction update and HSE-end of month	End of the following period (as outlined within Project Controls Executive Level Reporting Schedule)	* Keep LCP Project Management Team and key stakeholders informed on a monthly basis of project activities, status of completion, milestones achieved and progress against LCP baselines (cost & schedule) * Includes planned, incurred and forecast values and action taken or planned as required to maintain the project objectives * The report contains all essential information and updates for all assets and components, along with all other functional areas including, Health & Safety, Environment, Quality, Project Controls, Labour Relations, Supply Chain Management, and Human Resources		Project Controls Leads Component Managers/Leads Functional Departmental Managers/Leads Prism/PM+	Stewardship Reporting Coordinator	Project Controls Manager Project Director-Generation General Project Manager-Transmission Link	Project Controls Manager Project Director-Generation General Project Manager-Transmission Link	Email	LCP Document Control	Various members of LCP PDT LCP PMT LCP Senior Management Nalcor Executive Leadership Government of NL Oversight Committee Government of Canada Independent Engineer
Project Controls	LCP Board Presentations	As per schedule set out for LCP Board Meetings prior to start of calendar year	End of month	*2 weeks prior to scheduled Board meeting (as outlined within Project Controls Executive Level Reporting Schedule)	*To provide the LCP Board of Directors overview of current status of the Project; consistent with reporting to all stakeholders (Nalcor CEO, Independent Engineer, Government of NL Oversight Committee, and Government of Canada)	Nalcor Energy Board of Directors	Project Controls Leads Component Managers/Leads Functional Departmental Managers/Leads Prism/PM+	Project Controls Manager/Deputy Project Controls Manager/Stewardship Reporting Coordinator	Executive Vice President Power Development Executive Vice President Power Supply		Email	Project Controls Manager	LCP Senior Management Nalcor Executive Leadership Nalcor Energy Board of Directors

**ADDITIONAL REFERENCE ITEMS:**  
 \*Cut-Off Date refers to current reporting period and "Issue Date" refers to the following period  
 \*If Issue Date falls on weekend report should be issued on next business day after Issue Date (or as specified in Reporting Schedule)  
 \*Date format for all reporting should follow project procedure: "dd-mmm-yyyy"