Kent Active System Management

Knowledge Dissemination Roadmap_v1.0

UK
Power
Networks
Delivering your electricity

Version History

Version	Date	Description	Author
0.1	23/04/2015	Initial draft created	Sam Chachulski
1.0	27/05/2015	Update following review	Sam Chachulski

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1 Background

1.1 Sharing Knowledge from LCNF Projects

In Section Two – Second Tier Funding Mechanism (3.68) of the LCNF Governance Document (version 6) Ofgem states that:

'*One of the main purposes of the LCN Fund is to generate and share knowledge from Projects to help DNOs prepare for the role they will play as GB moves towards a low carbon economy.*'

UK Power Networks has developed this Knowledge Dissemination Roadmap for the KASM project to outline the strategy for sharing the knowledge and learning generated in the most effective way.

1.2 Knowledge Dissemination Roadmap Objective

KASM is largely being funded via Ofgem's Low Carbon Network Fund (LCNF). The project will generate extensive knowledge throughout the three year period and the purpose of this Knowledge Dissemination Roadmap is to inform stakeholders how this will be shared, with whom and at what intervals during the project.

The Knowledge Dissemination Roadmap will focus on three areas:

- **Internal Communication** – to ensure that the project is well understood throughout UK Power Networks, providing updates through various dissemination methods at key points throughout the project. Internal communication will also ensure that the key internal stakeholders are fully engaged and up-to-date with project progress and milestones.

- **External Communication** – to ensure that learning from the project is shared with external stakeholders and interested parties in the most appropriate way(s) for that stakeholder group. External communications will also cover speaking at external events and conferences to raise the profile of the KASM project, the Future Networks team and UK Power Networks.

- **Knowledge Dissemination** – is a significant part of the KASM project, this Roadmap creates and organises the channels in which the knowledge gained from the project will be shared with other DNOs, key internal and external stakeholders and other interested parties.

1.3 UK Power Networks' Business Objectives

UK Power Networks is developing and upgrading its distribution networks to address the future electricity challenges and opportunities presented by the Government's Low Carbon Transition Plan, Renewable Energy Strategy and Electricity Market Reform. KASM will support this by trialling innovative technologies and processes to increase the utilisation, flexibility and responsiveness of our networks.

At UK Power Networks innovation is core to our ability to identify opportunities for developing new or more efficient services, processes or solutions in order to provide continuous improvement and value to our customers and stakeholders.

1.4 KASM Objectives

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Contingency analysis is a valuable tool to predict the effect of outages and to take actions to keep the distribution network secure and reliable. The project will trial for the first time the use of contingency analysis on an electricity distribution network in Great Britain. It will also be the first trial of the implementation on a coordinated and interfaced basis with the electricity transmission network. The aim of the project is to explore, tackle and demonstrate the value of contingency analysis software in operational timeframes on the network in East Kent.

There are four core objectives of the project:

- Enhanced real-time analysis capability
- Improved reliability through active management
- More efficient out planning practices
- Effective constraint management to increase performance

For more detail on the project objectives, please refer to the Project Submission available on the Innovation website[1].

1.5 Overall Communication Objectives

In disseminating the learning from the project we will ensure the provision of appropriate and reliable information to stakeholders, we will use the most appropriate methods and channels to maximise the effectiveness of our dissemination activity. UK Power Networks will endeavour to ensure clear and consistent messaging to all audiences.

1.5.1 Internal Communication Objectives

The KASM project will engage and gain commitment from internal stakeholders to ensure the project receives the necessary support to achieve its objectives and key delivery milestones.

Action	Objective
Provide all key stakeholders with a good understanding of the project and what it means to UK Power Networks	Ensure key stakeholders have a clear understanding to relay to their teams
Ensure all of the key stakeholders are engaged and committed to contribute to the successful delivery of the KASM project	Successful delivery of the KASM project
Communicate to UK Power Networks employees how the project fits into the Smart Network Strategy and the RIIO-ED1 Business Plan	Employees are aware of the project and understand the potential implications for their own role and the business if the KASM approach becomes 'business as usual'
Continuous engagement with key players	Ensure support to achieve objectives and milestones
Continuous, clear and consistent messages using internal communications channels such as Wired, Cable, Intranet News etc.	To ensure continuous engagement throughout the lifecycle of the project

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[1] www.ukpowernetworks.co.uk/innovation

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Share information and lessons learned at appropriate project milestones through learning events, reports and documents and training material	Ensure that the project successes are easily able to be absorbed into 'business as usual' activity
Introduce internal 'project champions' to help embed the learning	To ensure that the knowledge in embedded throughout the business.

1.5.2   External Communication Objectives

In addition to UK Power Networks the KASM project will create significant learning opportunities for a number of key external stakeholders, particularly the wider DNO community, , academic institutions, the Energy Networks Association (ENA), DECC and Ofgem. It will be vital that appropriate messages and learning are effectively communicated to these stakeholders.

A successful learning dissemination programme is required to raise the profile of the project at key touch points thus ensuring that appropriate stakeholders are regularly updated with the appropriate level of information through the correct communication channels.

Action	Objective
Ensure that project partners have a full overview of the project and fully understand timescales and their delivery responsibilities	Project partners are engaged, contribute to learning dissemination and can help to support delivery of learning outcomes
Ensure all communications have clear and consistent messages regardless of channel	External stakeholders receive good quality, consistent information about the project and that key messages are effectively communicated
Choose the best channel of communication for the audience and the information that is being shared	Ensure that information reaches the target audience and to maximise the effectiveness of dissemination activity
Ensure a joined up approach to dissemination with the other Future Networks projects	Maximise the use of resources and demonstrate collaborative working between all Future Networks projects to enhance UK Power Networks reputation as an innovation leader
Provide support and information about the project to relevant industry working groups	Contribute to the development of the industry and promote the project, the Future Networks Team and UK Power Networks

2   KASM Stakeholder List

An initial stakeholder profiling exercise was undertaken to identify the key people/groups that the project will need to communicate with in order to support the delivery of the project and to share the knowledge and learning gained. This information has been captured in the internal and external stakeholder matrix in Appendix 1, and will continue to be updated during the life of the project.

Contact details of all stakeholders will be kept securely and shared only within UK Power Networks and its project partners. All key stakeholder activities will be recorded on an events/activities calendar and held securely within UK Power Networks.

As UK Power Networks has a number of innovation projects, there will be a number of stakeholders that will be common to more than one project. The details of all stakeholders identified for the KASM project will be added

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to UK Power Networks central 'innovation stakeholder list' and flagged as having an interest in this project. This will ensure that contact with stakeholders across all innovation projects is well co-ordinated.

Impact on success of KASM (High → Low)

Keep Informed		**Key players**	
Internal	*External*	*Internal*	*External*
• Capital Programme	• Other DNOs	• Asset Management	• Ofgem
• Legal	• Local Authorities	• Network Operations	• DECC
• Strategy and Regulation	• Media	• IS	• ENA
• Connections	• Other energy industry		• Project partners
• HSS & TT			• Suppliers to project
Build Awareness		**Keep Satisfied**	
Internal	*External*	*Internal*	*External*
• Other UKPN staff	• Wider population	• UKPN CEO	• DG Customers
		• Director of Strategy & Regulation and CFO	

Importance of stakeholder group to success of KASM (Low → High)

At an organisation level, the target audience for knowledge dissemination is as follows:

- DNOs
- UK Power Networks staff
- Energy Networks Association (ENA)
- Department for Energy and Climate Change (DECC)
- Ofgem
- Industry and Government led working groups such as those overseen by the Smart Grid Forum and Smart Grid GB
- Institution of Engineering and Technology (IET)
- Academia
- European and international organisations, such as EU Smart Grid Task force and the International Utility Working Group (IUWG)
- Local authorities
- Project partners.

3 Knowledge and Learning to be shared by the KASM project

This section outlines the proposed knowledge and learning that the KASM project will share with key stakeholders as well as the suggested channels that will be used. The section is broken down into the following categories – the dissemination of tacit knowledge internally within UK Power Networks (some of which will include and be shared with other DNOs); the continuous dissemination of knowledge and learning outside of the SDRC milestones and project reports and the specific dissemination activities surrounding the SDRC's.

3.1 Internal dissemination of tacit knowledge

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Part of the success of the project will be measured by how effectively the knowledge and learning generated by the project is embedded into 'business as usual' practices in order to improve business performance and identify where the KASM solutions can potentially defer reinforcement of the network.

The methods and activities that we plan to use to help embed knowledge internally will include:

- Updating policies and working practices through our internal Document Control process
- Developing technical training and awareness courses
- Mentoring
- Learning workshops
- Cross-project learning and knowledge transfer
- After action reviews, analysing *what* happened, *why* it happened and *how* it could be done differently or improved
- Knowledge mapping to ensure information is available to all through our various knowledge repositories
- Identifying potential subject matter experts or 'knowledge brokers' to enable a 'train the trainer' approach
- Best practice transfer
- Using digital and social media (website, wikis, social bookmarking, blogs, discussion boards, etc.)
- Lessons learned database/spreadsheet for the project
- Conferences and briefing sessions
- Use of raw data and models to inform business plans and strategic investment models
- Future Networks newsletters, company magazines and intranet.

3.2   Knowledge dissemination: continuous activity

Some of the key methods for on-going knowledge dissemination are described further below:

3.2.1   Lessons Learned

Knowledge Dissemination Activity	Lessons learned log
Audience	- KASM Project Team - UK Power Networks' Future Networks Team - Other DNOs
Format	Excel spreadsheet with filters allowing the audience to learn from previous activity, successful and less successful. The spreadsheet will be as intuitive as possible to be as user friendly as possible.
Purpose of activity	To capture the main findings and learning outcomes of the project and to develop and share best practice for the continuation of this project and for other projects.
When	On-going throughout project
Who is responsible	- PMO to meet Workstream Lead on a regular basis to capture learning – via email/phone/interviews and workshops on a regular basis (quarterly) and after key milestones – and then to update spreadsheet. - PMO to share lessons learned log bi-annually with other PMOs in the Future Networks Team
Status	On-going throughout project
Cost	PMO and Workstream Lead time

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3.2.2 Conferences

Knowledge Dissemination Activity	National and international conferences – speaking opportunities and attendance
Audience	Key industry players including other DNOs, DECC, Ofgem, policy makers, industry experts, smart grid experts, media
Format	Where required, KASM project team to put together any required abstract, within the conference deadline. Conferences to be attended by KASM will be added to Future Networks external learning events calendar.
Purpose of activity	- Raise awareness of the KASM project, its aims, objectives and potential benefits - Demonstrate that UK Power Networks is a leader in innovation - Establish potential collaboration with other similar projects - Share knowledge and learning from the project, create interest from other DNOs and third parties - Potential to present to targeted, relevant industry groups - Networking
When	On-going throughout the project
Who is responsible	- WS5 to research up-coming conferences and discuss potential attendance with KASM Project Manager on a regular basis. - Relevant Workstream leads to write any required abstracts
Process	WS5 to capture information about any conference to be attended.
Cost	- Presenter time (to travel and attend) - Travel and hotel expenses - Any necessary materials - Any necessary presentation skills training for project team members

Knowledge Dissemination Activity	Annual LCN&I Conference
Audience	- Licenced Network Operators only day (DNOs, gas operators and National Grid) - Main conference – key industry players including other DNOs, Ofgem, DECC, policy makers, trade, smart grid experts and media
Format	UK Power Networks to work with the ENA and other DNOs to plan, develop and deliver the conference.
Purpose of activity	- Raise awareness of the KASM project, its aims, objectives and potential benefits - Share key learning from the project - Demonstrate that UK Power Networks is a leader in innovation - Explore potential collaboration for future projects - Share knowledge and learning from the project and create interest from other DNOs and third parties - Networking
When	Annually
Who is responsible	Matthieu Michel represents UK Power Networks on the ENA R&D group.
Process	WS5 to coordinate input from WS1-4, varying in emphasis from year to year
Cost	- Presenter time (to travel and attend) - Travel and hotel expenses - Any necessary materials - Any necessary presentation skills training for project team members

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3.2.3 UK Power Networks project briefing sessions

Knowledge Dissemination Activity	Internal project briefing sessions
Audience	Key stakeholders within UK Power Networks who need to understand and be kept informed of the progress of the KASM project, particularly within Asset Management and Network Operations. A core group of key stakeholders will be formed to support the technical design authority within the project and to help cascade information.
Format	Likely to be a presentation from the KASM project team and form part of/contribution to other regular departmental or team meetings
Purpose of activity	• To explain the aims and objectives and raise the profile of the KASM project and to ensure awareness amongst key stakeholders within UK Power Networks • To gain necessary support to ensure that the project meets its milestones and SDRCs and to guarantee successful completion and adoption into 'business as usual'
When	• Core group to meet at regular intervals appropriate to the progress of the project • Wider groups of key stakeholders at appropriate points during the project lifecycle
Who is responsible	• WS5/PMO to organise • PMO to record • All Workstream Lead to contribute as appropriate
Process	• WS5/PMO to co-ordinate to avoid 'double booking' of dissemination activity by Future Networks. • All activity to be captured in project plan.
Cost	PMO and Workstream Lead time

3.2.4 Web Based and Social Media

Knowledge Dissemination Activity	Web based and social media
Audience	All external stakeholders, particularly within the key groups of other DNO's, partners, wider energy industry, relevant manufacturers and suppliers and academic institutions
Format	Web based
Purpose of activity	• To investigate the effectiveness of this channel to promote awareness of the project to external stakeholders • Raise the profile of UK Power Networks and to share the aims and objectives of the KASM project
When	To coincide with key milestones/points of interest during the lifecycle of the project. Care will be taken to avoid clashing information with the other Future Networks innovation projects.
Who is responsible	• WS5 in collaboration with UK Power Networks' External Communications Team • All Workstream Leads to contribute content
Process	• Workstream Leads to provide content • WS5 working with UK Power Networks' External Communications Team
Cost	• Workstream Lead time

3.2.5 KASM engagement with DG customers

Knowledge	Engagement with DG customer

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Dissemination Activity	
Audience	• DG customers
Format	• Letters and leaflets • Provision of an enquiry and feedback channel • Local media
Purpose of activity	• To ensure that DG customers are aware of the project and up to date with anything that may affect them • To provide DG customers with a channel for feedback and questions • To reinforce the UK Power Networks objective of being a Respected Corporate Citizen
When	• Engagement will be considered at appropriate milestones during the project lifecycle
Who is responsible	• WS5 to arrange activities and promotional material • Workstream leads to provide content for any letters and leaflets/newsletters • Project Manager and UK Power Networks External Communications Team to approve any material before circulation
Status	• On-going at key milestones in the project
Cost	• Any necessary materials • Project team time

3.2.6   KASM internal learning/knowledge dissemination

Knowledge Dissemination Activity	Internal learning and knowledge dissemination
Audience	• Key stakeholders within UK Power Networks • KASM Workstream leads • UK Power Networks' Future Networks Team
Format	• Regular meetings, phone calls and emails • New and updated policies and procedures • Training material and awareness workshops
Purpose of activity	• Workstream leads collaboration with internal key players to share and embed new knowledge into the business • Collaboration activity to be discussed at Project meetings and with other Project Managers to ensure a joined up approach to the business and to prevent duplication or overload within the business
When	• On-going throughout the project
Who is responsible	• All project Workstream s • WS5 will assist with formal learning workshops/branding of materials etc.
Status	• On-going throughout project
Cost	• Project team time • Any necessary materials • Potential cost of venue hire

3.2.7   Internal company magazines

Knowledge Dissemination Activity	Internal company magazine(s)
Audience	• UK Power Networks employees
Format	• Articles and images about the progress of the project

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	• To be written to target the audience for the specific magazine
Purpose of activity	• To raise awareness update UK Power Networks employees on the progress of the project
When	• On-going but to meet certain content deadlines
Who is responsible	• WS5 will work with Workstream leads to write updates/appropriate content • WS5 to liaise with UK Power Networks' Internal Communications Team • Project Manager to approve content to meet deadlines
Process	• On-going (quarterly)
Cost	• Project team time

3.2.8 Features and articles/advertorials

Knowledge Dissemination Activity	**Features and articles/advertorials**
Audience	• Audience dependant on publication
Format	• Articles in trade journals • Contributions to targeted blogs and websites • National/local press articles and supplements
Purpose of activity	• Raise the profile of Smarter Network Storage externally
When	• On-going throughout project
Who is responsible	• WS5 to liaise with UK Power Networks' Press Office to identify opportunities • WS5 will work with Workstream leads and the Press Office to write appropriate content • Project Manager will approve the content to meet the deadlines
Status	• On-going throughout project
Cost	• Project team time • Some will have design and publishing costs

3.2.9 Website and videos

Knowledge Dissemination Activity	**Website and videos**
Audience	• External and internal audience, targeting possible through reference in published material and presentations
Format	• Specific project pages on Innovation website hosted on UK Power Networks' site but with a separate URL (www.ukpowernetworks.co.uk/innovation). Innovation website holds information about all UK Power Networks innovation projects. • The production of appropriate videos will be considered during the project lifecycle to support the dissemination of learning from the project. These videos will be hosted on the Innovation website and used in presentations, workshops and training sessions.
Purpose of activity	• To raise the profile of the project and share its aims, objectives and resultant learning.
When	• Initial webpages with information about the project – January 2015 • Additional web content – at appropriate milestones throughout project lifecycle • Videos – at appropriate points during project
Who is	• WS5 will work with Workstream leads to write updated and appropriate content for

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responsible	the website
	• WS5 to liaise with external communications and video providers
	• Project Manager will approve the content to meet the deadlines
Status	• Underway
Cost	• Website development cost and video costs
	• Project team time to produce copy for website and video content

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3.3 Knowledge dissemination: specific activities surrounding project SDRCs

3.3.1 SDRC 9.1 – Development of the strategy for inter-control room communication protocol for the purposes of KASM

KASM Stakeholder Engagement					
When	**Activity**	**Audience**	**Format**	**Who is responsible**	**Status**
By 31 December 2015	Workshop &/ Consultation – To discuss the key technical and commercial challenges relevant to inter-control room link	• Other DNOs • Key industry stakeholders	• External branded report • Report to be hosted on external webpage	• WS1 • WS2 • WS5 • Project Manager • UK Power Networks External Comms Team	
December 2015	Publish the SDRC report	• Key UK Power Networks staff • Internal stakeholders • Other DNOs • Ofgem/DECC • Key industry stakeholders	• External branded report • Report to be hosted on external webpage	•	
		•			

3.3.2 SDRC 9.2 – Completion of the system integration of Contingency Analysis (CA) software into UK Power Networks systems, excluding a real-time link to National Grid

KASM Stakeholder Engagement					
When	**Activity**	**Audience**	**Format**	**Who is responsible**	**Status**
By 30 March 2016	Published report on CA software integration that includes the control room IT architecture, lessons learned, engagement with other DNOs, and identified risks.	• Key UK Power Networks staff • Internal stakeholders • Other DNOs • Ofgem/DECC • Key industry stakeholders	• External branded report • Report to be hosted on external webpage	• WS?? • WS5 • Project Manager • UK Power Networks External Comms Team	Not yet started

When	Activity	Audience	Format	Who is responsible	Status
May 2016	Workshop/seminar to share the recommendations from the above document (combine with workshop/seminar for SDRC 9.3)	*Primary* • Key UK Power Networks staff • Other DNOs • Internal stakeholders *Secondary* • Ofgem/DECC • Key industry stakeholders	• Technical workshop/seminar at appropriate venue	• WS?? • WS5 • PMO	To be developed

3.3.3 SDRC 9.3 – Completion of installation of forecasting modules that will link the DNO control room and other data sources

KASM Stakeholder Engagement					
When	**Activity**	**Audience**	**Format**	**Who is responsible**	**Status**
By 30 June 2016	Published report on data aggregating forecasting modules that includes lessons learned and identified risks.	• Key UK Power Networks staff • Internal stakeholders • Other DNOs • Ofgem/DECC • Key industry stakeholders	• External branded report • Report to be hosted on external webpage	• WS?? • WS5 • Project Manager • UK Power Networks External Comms Team	Not yet started
May 2016	Workshop/seminar to share the recommendations from the above document (combine with workshop/seminar for SDRC 9.2) above document	*Primary* • Key UK Power Networks staff • Other DNOs • Internal stakeholders *Secondary* • Ofgem/DECC • Key industry stakeholders	• Technical workshop/seminar at appropriate venue	• WS?? • WS5 • PMO	To be developed

3.3.4 SDRC 9.4 – Demonstration of use of real-time contingency analysis in the control room

KASM Stakeholder Engagement					
When	**Activity**	**Audience**	**Format**	**Who is responsible**	**Status**

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| By 31 December 2016 | Published report with description of the solution, the user interface, and the capabilities. | • Key UK Power Networks staff
• Internal stakeholders
• Other DNOs
• Ofgem/DECC
• Key industry stakeholders | • External branded report
• Report to be hosted on external webpage | • WS??
• WS5
• Project Manager
• UK Power Networks External Comms Team | Not yet started |

3.3.5 SDRC 9.5 – Completion of trails and implementation of reliability management, outage management and network capacity management

KASM Stakeholder Engagement					
When	**Activity**	**Audience**	**Format**	**Who is responsible**	**Status**
By 31 December 2017	Published report on considerations for selecting, designing and installing CA software for each use case.	• Key UK Power Networks staff • Internal stakeholders • Other DNOs • Ofgem/DECC • Key industry stakeholders	• External branded report • Report to be hosted on external webpage	• WS?? • WS5 • Project Manager • UK Power Networks External Comms Team	Not yet started

3.3.6 SDRC 9.6 – Development of business design to incorporate contingency analysis as business-as-usual

KASM Stakeholder Engagement					
When	**Activity**	**Audience**	**Format**	**Who is responsible**	**Status**
By 31 December 2017	Published project close down report	• Key UK Power Networks staff • Internal stakeholders • Other DNOs • Ofgem/DECC • Key industry stakeholders	• External branded report • Report to be hosted on external webpage	• WS?? • WS5 • Project Manager • UK Power Networks External Comms Team	Not yet started
Q1 2018	Learning event to share the recommendations from the above document	• Key UK Power Networks staff • Internal stakeholders • Other DNOs • Ofgem/DECC • Key industry stakeholders	• Learning event at appropriate venue • Presentations to share learning • Information zones • Networking opportunities to discuss with project team	• WS?? • WS5 • PMO	To be developed

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4 Communication channels: how will the knowledge be shared?

4.1 Internal Communications

There are two closely linked, but distinct, phases to the internal communications process. Firstly, there is the immediate need to engage 'key players' in order to support the delivery of the project and secondly, there is a longer-term requirement to ensure that the learning from the KASM project is embedded into UK Power Networks future business practices.

The engagement with, and commitment from, all internal stakeholders is essential to ensure that the project delivers to its key milestones. This is particularly the case for 'key players' whose roles will be impacted by the future introduction of learning and processes gained from the KASM project. Clear messages must be delivered through appropriate communication channels to ensure stakeholders understand what the project is aiming to achieve, how the trials will be carried out, the potential long-term changes to their roles and the benefits to their teams and to UK Power Networks' future business strategy.

The KASM project will use the following channels to achieve successful internal engagement to support long term adoption of the learning and new processes and ways of working developed by the project (see communication timetable for more detail):

- **Directorate/SMT meetings:** initially to introduce the project in order to gain interest, support and understanding of KASM's aims and objectives and its purpose in UK Power Networks' long-term business strategy. Future engagement to be discussed and agreed at the initial meeting.
- **Knowledge sharing workshops:** these will be held at appropriate intervals throughout the project lifecycle. Key stakeholders will be invited to workshops/seminars/training events to enable understanding of project's aims and objectives, to get the support from internal stakeholders necessary to ensure the delivery of those aims and objectives and enable people to understand how the successful learning from the project can be introduced into 'business as usual' practices.
- **UK Power Networks intranet/Innovation website:** information about the KASM project will be available on the Innovation website (links from the Future Networks intranet page) to enable people to find out more about the project. This information will be regularly refreshed and directions and links to the project webpages will be made regularly through all communications, reports and presentations.
- **Company magazines (Wired/the Cable):** articles included at appropriate points in the project to provide employees with information about KASM and to communicate how it fits into our innovation portfolio.
- **Reports:** produced at key milestones during the project lifecycle will be shared with key internal stakeholders.
- **Future Networks meetings:** to ensure collaboration with other projects and ensure we are not overloading the same UK Power Networks' departments/people with information and demands on their time.

4.1.1 Embedding Internal Learning (internal knowledge dissemination)

The knowledge gained from the KASM project will be embedded into UK Power Networks business practices:

- Embedding learning activity will be on-going throughout the lifecycle of the project
- A core group of key internal stakeholders will provide both support and guidance to the KASM technical design authority and act as a conduit to other key stakeholders within UK Power Networks to ensure knowledge and learning from the project is successfully cascaded and questions and challenges are raised with the project team.

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4.2   External Communications

KASM will generate extensive learning opportunities for UK Power Networks, the wider DNO community, developers and other key stakeholders such as the Energy Networks Association (ENA), DECC and Ofgem. To ensure the successful delivery of the KASM project it will be important to communicate learning to the most appropriate stakeholders in the best way to guarantee engagement and understanding.

A prerequisite to a successful learning dissemination programme is to raise the profile of KASM at key points during the project's lifecycle. This will ensure that the appropriate stakeholders are regularly updated with the right level of information. The following communication channels will be used during the KASM project:

- **KASM pages on the UK Power Networks Innovation website:** this is a microsite accessible both directly using the following URL – www.ukpowernetworks.co.uk/innovation and as a portal from the main external UK Power Networks site. Initial pages about KASM were added in January 2014 as the project launched. The Innovation site brings together all UK Power Networks' projects. Updates will be added throughout the lifecycle of the project to ensure information is up-to-date and readily available. The website pages will outline the aims and objectives of KASM, host published materials including reports, videos and templates and describe how we are working with our project partners.
- **Press releases/articles/advertorials:** to be produced at key points during the project.
- **Innovation newsletter:** providing updates to key stakeholders
- **Descriptions of the IT architecture:** these will show the interfaces between control centres and the Contingency Analysis tool. **Reports, guidance documents and templates:** these will be published in line with the project's SDRCs and other key project milestones.
- **Learning events, technical workshops**
- **Project partners:** in close collaboration with the UK Power Networks' KASM project team, project partners will use their networks and facilities to support the dissemination of learning from the project.
- **Provision of an enquiry and feedback channel**

5   Planning and sequencing communications activities

The knowledge dissemination activities that are crucial to the success of the KASM project are detailed in the table overleaf:

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When Date	What Activity	Why Purpose/message	Who Audience	Status
Jan 2015 – Dec 2015	• KASM web pages on Innovation website, initial information and updates	• To raise awareness of the project and its aims and objectives	• All external and internal stakeholders	Started and on-going
Jan 2015	• Press release announcing the project	• To raise awareness of the project and its aims and objectives and encourage wider communication through the media	• Media • All external and internal stakeholders	Completed
Jan 2015 – Dec 2017	• Lessons learned log	• To support and provide material for all knowledge dissemination activity	• UK Power Networks' Future Networks • Ofgem 6 monthly reports • Ultimately all external and internal stakeholders	Started and on-going
Jan 2015 – Dec 2017	• Project partner meetings/forums	• To engage with project partners • To provide updates • To ensure partners understand what is required of them	• Project Partners	Started and on-going
By Jun 2015	KASM project management products: • Project Handbook • Knowledge Dissemination Roadmaps • Individual work stream plans • Stakeholder list	To inform people about the project and provide early insight into the aims, objectives and activities and to identify where support will be required for internal/external learning dissemination	• Head of Future Networks • Director of Strategy & Regulation and CFO • Project partners • Ofgem	
Jan 2015 – Dec 2017	• Meetings and briefings for core group of key internal stakeholders	• To inform and engage in order to encourage and support internal awareness raising about the project • To support interest and adoption of learning from the project • To support the project's technical design authority	• Core group of internal stakeholders from key directorates	
June 2015 – Dec 2017 (update) regularly)	• Key messages	• To provide easily accessible information about the project for all audiences • FAQ's and key messages will inform all product communication products including brochures, reports, webpages, videos etc. • FAQs and key messages will be reviewed and updated regularly and remain central to all project communication products	• All external and internal stakeholders	
June 2016	Six monthly project progress report to Ofgem and loaded on Innovation website	• To provide information about the progress of the project	• Ofgem	

June / July 2015	• Workshop Seminar with external stakeholders	• Workshop – To discuss the key technical and commercial challenges relevant to inter-control room link	• Key appropriate internal and external stakeholders	
31 Dec 2015	• Published guidance document (SDRC 9.1)	• Published report on key technical and commercial challenges relevant to inter-control room link and the KASM project, whether proposed by the KASM team or raised by stakeholders, including other DNOs;	• Key appropriate internal and external stakeholders	
31 Dec 2015	• Six monthly project progress report to Ofgem and loaded on Innovation website	• To provide information about the progress of the project	• Ofgem • All external and internal stakeholders	
30 March 2016	• Published guidance document (SDRC 9.2)	• Published report on CA software integration that includes the control room IT architecture, lessons learned, engagement with other DNOs, and identified risks.	• Key appropriate internal and external stakeholders	Not yet started
30 March 2016	• Published guidance document (SDRC 9.3)	• Published report on data aggregating forecasting modules that includes lessons learned and identified risks.	• Key appropriate internal and external stakeholders	Not yet started
30 Jun 2016	• Six monthly project progress report to Ofgem and loaded on Innovation website	• To provide information about the progress of the project	• Ofgem • All external and internal stakeholders	Not yet started
Q2 2016	• KASM Learning	• To disseminate the learning generated from the project s first three SDRC delivered.	• Other DNOs • Ofgem • DECC • Other industry stakeholders	Not yet started
Nov 2015	• LCN&I Conference	• Share information and progress on the project	• Other DNOs • Ofgem • DECC • Other industry stakeholders	Not yet started
31 Dec 2016	• Report (SDRC 9.4)	• Published report with description of the solution, the user interface, and the capabilities.	• Key appropriate internal and external stakeholders	Not yet started
31 Dec 2016	• Six monthly project progress report to Ofgem and loaded on Innovation website	• To provide information about the progress of the project	• Ofgem • All external and internal stakeholders	Not yet started
30 Jun 2017	• Six monthly project progress report to Ofgem and loaded on Innovation website	• To provide information about the progress of the project	• Ofgem • All external and internal stakeholders	Not yet started
31 Dec 2017	• Report (SDRC 9.5)	• Published report on considerations for selecting, designing and installing CA software for each use case.	• Key appropriate internal and external stakeholders	Not yet started
31 Dec 2017	• Report (SDRC 9.6)	• Publish a report that identifies the areas of business that are	• Key appropriate internal and external	Not yet started

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		impacted by the introduction of contingency analysis in a Distribution Network Operator. Also proposes changes to systems, policies and processes required in the DNO operating model in order to incorporate contingency analysis as part the business as usual operation.	stakeholders	
31 Dec 2017	• Six monthly project progress report to Ofgem and loaded on Innovation website	• To provide information about the progress of the project	• Ofgem • All external and internal stakeholders	Not yet started
Q1 2018	• Close Down Event	• Disseminate the key learning generated by the project	• Ofgem • DECC • All external and internal stakeholders	Not yet started

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5.1.1 High Level Knowledge Dissemination Plan

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6   Conclusion and next steps

This Knowledge Dissemination Roadmap outlines how we are engaging with our key stakeholders in order to share knowledge and learning from the KASM project and what we plan to do throughout the project's lifecycle. The Roadmap is a 'live' document that will continue to be updated and developed during the course of the project. It will be shared with our project partners and Ofgem to ensure they have full visibility of the projects communication plans and processes.

The Roadmap will be shared with Ofgem as an appendix to the bi-annual reports.

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