GULF OF MEXICO ORGANIZATIONAL MOC

INITIATE: Ian Little to David Sims the Roles and Responsibilities of E&A Operations Manager

Date Initiated: Feb 23, 2010 **Initiated By:** Little/Sims **Date Completed:** _____

Title: D&C E&A Operations Manager Handover

Scope:

Justification: In support of the 2010 re-organization of the GoM SPU and resulting D&C Function changes.

VERIFY & REVIEW: *Prepare attached job transition checklist before signing and submitting for approval.*

Incumbent(s)	Signature & Date	Recipient(s)	Signature & Date

Comments:

7101
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GULF OF MEXICO ORGANIZATIONAL MOC

APPROVE: *Review job transition checklist before signing and submitting for closeout by incumbent(s) and recipient(s).*

Manager	Signature & Date

Comments:

CLOSEOUT: *Handover and outstanding action items completed. Submit completed MOC to your MOC coordinator.*

Incumbent(s)	Signature & Date	Recipient(s)	Signature & Date

Comments:

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JOB TRANSITION AND HANDOVER ASSURANCE

DIRECTIONS

Each employee that will release responsibility and accountability for a job function should ***complete the Job Handover Preparation Form.*** The purpose of this form is to assure a safe and seamless job transition. Along with the Handover Assurance Questionnaire (used by the employee receiving the accountabilities and responsibilities, i.e. the "Receiver"), it is also to certify that accountabilities and expectations are clear and communicated to all involved and that all performance obligations are fulfilled.

The Form

This form is divided into the categories shown below with questions as prompts to help ensure a complete transition. When an item may seem to fit under more than one category, simply choose the category that seems to work best. The priority is to ensure items are captured – not to be absolutely certain that the item is in the "right" category. Also, the prompt questions are to assist with handover preparation, it is not expected that all questions be answered as some simply may not apply.

- Accountabilities & Expectations
- Transition Process
- Business Risks and Critical Areas of Focus
- HSSE & Crisis Management
- Information transfer
- People & Organization
- Performance Monitoring & Reporting
- External Relationships
- Communication

Process Steps

1. Employee to handover duties completes applicable sections of the form.
2. Employee handing over duties and the "Receiver" discuss the transitioning duties using the form as a tool.
3. When all handover items are complete, the employee signs the form to certify successful transfer of the job function and effective communication with the receiving employee.
4. The Receiving employee(s) should review and show concurrence by initialing beside their name where it appears on the form.
5. The Team Leader should sign the form indicating their agreement that the handover is complete.
6. The completed form is sent to your MOC coordinator for tracking and retention. (Production &STD- Liezl Sarinas, D&C – Mick Leary, Finance – Kim Myer, Developments- Brian Smith, Exploration – Dmitry Bazykin, Thunder Horse – Alistair Murdoch, Atlantis –Terry Bercich)

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To be completed by individuals handing off job responsibilities

GOM D&C E&A OPS MANAGER - JOB HANDOVER PREPARATION FORM

To be completed prior to release of job responsibility by:
Key job responsibilities and files require hand over for business continuity. To ensure that this happens effectively, please arrange a time as soon as possible to transfer these key responsibilities and files to the appropriate individuals. Your hand-over meeting and this sheet need to be completed prior to the transfer of job responsibility. Receiving employees are to indicate acceptance by initialing by their name below.

Key Responsibilities	Frequency / Timing	List External Interfaces	Name of Receiving Employee	Critical (Check if "Yes")	Status	Comments	Conversation completed (Check if "Yes")
Accountabilities & Expectations *Refer to the questions below as prompts on what type of information to provide. Depending upon the situation, not all questions may be appropriate or need to be answered. Add additional lines to the table as needed.* • What accountabilities & key functions of your role does the receiver need to know? • Are there any expectations of your boss, peers and others that need to be communicated? • What were/are the priorities for your BU and team? • What were/are the long term goals and direction for your BU and team? • How was your performance measured? • What are the skills, competencies and behaviors that are necessary for success for this position? What is the level of skill and competency required? • Because of this transition, are there people on the team whose role will change as a consequence of your transition? Who are they and what are the changes? • Are there any additional roles & accountabilities (tags, champion role, team leaders or team member of initiatives, industry assoc. membership) the receiver will assume – if so, what are they and how will they transition to the receiver? • What is the delegation of authority and has it been updated to reflect the change?							
Input and agreement of the well plan	By well		Sims				✓
E&A Well Construction Performance (Cost/Schedule/Quality) in compliance with well plan	By well	AGMs, Exploration Managers/ TLs	Sims				✓
Feedback of Lessons Learned	By well		Sims				✓
Quality Well Engineering Plans			Sprague			Role no longer includes accountability for E&A Engineering Plans.	

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Key Responsibilities	Frequency / Timing	List External Interfaces	Name of Receiving Employee	Critical (Check if "Yes")	Status	Comments	Conversation completed (Check if "Yes")
Primary interface with AOM for integrated field planning.	Ongoing		Sims				✓
HSSE on Exploration and Appraisal rig	By well		Sims				✓
Execution of BP Policy/Standards on E&A Drilling Operations	By well		Sims				✓
Resourcing and people basics for Team	Ongoing		Sims				✓
Supporting the contracting strategy and performance management of appropriate contractors	Ongoing		Sims				✓
Functional support to and integration with the appropriate projects and CDO.	Ongoing		Sims			Discuss with Richard Lynch	
Technical input to business proposals and providing necessary cost, risk and deliverability assessments	Ongoing		Sims				✓
Co-Gatekeeper/Endorser for all E&A wells	By well		Sims			Review Gatekeeper/Endorser accountability with Sprague and Rich	
Member of the D&C LT	Ongoing		Sims			Confirm with Dave Rich	
Change financial delegation of authority from Little to Sims	Week of March 22		Sims			Send note to Jonette Keys on change of delegation. This may be a coordinated SPU effort.	
Change Backbone delegation of authority from Little to Sims	Week of March 22		Sims			Send note to Andreas Kraus/Angie Davis	
Review 2010 E&A Ops Mgr performance contract	March		Sims			Do not have yet	✓
Modify Communication Plan (How We Work) for the Deepwater Horizon.	Week of March 22		Sims			John Guide owns the Communication Plan	✓

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Key Responsibilities	Frequency / Timing	List External Interfaces	Name of Receiving Employee	Critical (Check if "Yes")	Status	Comments	Conversation completed (Check if "Yes")
Understand E&A Ops Mgr relationship with other Ops Mgrs, Engrng Mgrs	Week of March 22		Sims			Review expectations with Sprague and Rich	
Understand E&A Ops Mgr relationship with GOM Wells Manager and VP	Week of March 22		Sims			Discuss with Rich	
Understand E&A Ops Mgr role with respect to Exploration and Resource Appraisal Managers and VP	Week of March 22		Sims			Clarify with Rich who is the focal point for Expl VP. Discuss with Dave Rainey. Recommend Ops Mgr (Sims) rather than ETL or Engrng Mgr	
Understand role of E&A Ops Mgr as it relates to DCL and CDO	Week of March 22		Sims			Clarify with Dave Rich and Richard Lynch	
Provide rig schedule planning updates for Exploration and Appraisal wells	Ongoing		Sims			Check with Sprague on accountability for rig schedule updates (ETL, Ops Mgr, Engr Mgr)	
Drive standardization and utilization of best practice across E&A operations to ensure compliance with BtB, BP policies and MMS regs – In concert with SPU Ops Mgrs	Ongoing		Sims				✓
Clarify expectations of Engrng Mgr on how Ops Manager and Engineering TL work together in planning and execution phases	By end of April		Sims			Discuss with Sprague and Rich how ETL relates to Ops Mgr in planning and execution.	

Transition Process *Refer to the questions below as prompts on what type of information to provide. Depending upon the situation, not all questions may be appropriate or need to be answered. Add additional lines to the table as needed.*

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Key Responsibilities	Frequency / Timing	List External Interfaces	Name of Receiving Employee	Critical (Check if "Yes")	Status	Comments	Conversation completed (Check if "Yes")
• Have you agreed to a handover date allowing sufficient time for a quality & complete change? • Are there any interim arrangements you need to set up pending the receiver's arrival? • Have you discussed risks created by the transition and who will coordinate and mitigate those risks?							
Target Handover week of March 22			Sims				
Decide where to sit and when to move	By end of April		Sims			Discuss with Dave Rich. Suggest staying on 2nd floor to be near E&A WTLs.	
Meeting with main contractors – primarily Transocean and Pride	Week of March 22		Sims			Set up formal intro with TOI and Pride. Involve Glenn Nohavitza	
Business risks and Critical Areas of Focus *Refer to the questions below as prompts on what type of information to provide. Depending upon the situation, not all questions may be appropriate or need to be answered. Add additional lines to the table as needed.* • What are this position's short term/ long term accountabilities that are applicable for the receiver? • What are the key risks to performance delivery and have you appropriately documented actions in place to mitigate them? • What are the critical areas requiring urgent attention on day one, month one and longer term? • Are there any pending negotiations or regulatory, legal or tax issues?							
What is the E&A Ops 2010 Performance Contract						Waiting on this to roll out	✓
Kaskida IFT Ops	Week of March 22		Sims				✓
Kaskida IFT Engineering	Week of March 22		Sprague				
2010 Objectives – SPA for Dropped Objects CIP	Week of March 22		Sims			Discuss with Joe Neumeyer and John Guide	✓
2010 Objectives – other SPA or commitments.							
Personnel Resource requirements for current rig schedule and GoM 700 rig schedule	Week of March 22		Sprague and Walz			Sprague will now have resourcing responsibilities for engineering team.	✓

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Key Responsibilities	Frequency / Timing	List External Interfaces	Name of Receiving Employee	Critical (Check if "Yes")	Status	Comments	Conversation completed (Check if "Yes")
HSSE & Crisis Management *Refer to the questions below as prompts on what type of information to provide. Depending upon the situation, not all questions may be appropriate or need to be answered. Add additional lines to the table as needed.* • What are the key HSSE risks and what is the continuity of management of these risks? • What is the incident reporting and crisis management process and is there any risk of continuity with this transition? • What is your personal safety plan and do any relevant activities need to be handed over?							
Dropped Object CIP						See above	✓
Communication plan						See above	✓
TOI Horizon 2010 Goals and Metrics	By end of March		Sims			Discuss with John Guide and Paul Johnson (TOI)	
Understand Ops Mgr HSE goals – leadership visits, meetings, rollouts, etc.	By end of March		Sims			Discuss with Steve Tink, Ops Mgrs (Holt and Frazelle)	
Understand incident reporting process	By end of March		Sims			Clarify with Rich and confirm process reflected on communication plan (Guide)	
Understand role in IMP/IMT	When SPU makes changes		Sims			Wait for SPU wide coordinated effort to make changes. Suggest IM training for Ops Mgr.	
Information Transfer *Refer to the questions below as prompts on what type of information to provide. Depending upon the situation, not all questions may be appropriate or need to be answered. Add additional lines to the table as needed.* • Have you handed over all required information necessary to do your job including, documents, activity logs, electronic files, and other information?							
PDP's for direct reports	Week of March 22		Sims			Guide, Gray from Little Schilling from Kirton	
APR's for direct reports	Week of March 22		Sims			Guide from Little, Gray from Frazelle, Schilling from Kirton	

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Key Responsibilities	Frequency / Timing	List External Interfaces	Name of Receiving Employee	Critical (Check if "Yes")	Status	Comments	Conversation completed (Check if "Yes")
People & Organization – for those with direct reports *Refer to the questions below as prompts on what type of information to provide. Depending upon the situation, not all questions may be appropriate or need to be answered. Add additional lines to the table as needed.* • What are the roles and accountabilities for the team leads/ members? • What are the concerns within and about the team, such as culture, morale, staffing issues, cross-business/ team issues and people backup plans? • What commitments to people in your team, which may require the receiver's support? • What are the agreed development plans for people on your team? • What background information do you need to convey to prepare the receiver for any upcoming performance evaluations? • Have you reviewed any special accountability that the receiver may need to assume for your team not apparent from role, job description etc.?							
BP People Portal Changes	Week of March 22	Mandy Hurt - HR	Sims				
PDP's for direct reports						See above	✓
APR's for direct reports						See above	✓
Understand the relationship with Glenn Nohavitza and reporting relationships of WTLs for DOA and DOC.	By end of April		Sims			Discuss with Dave Rich	
Clarify expectations of Engrng Mgr on how Ops Manager and Engineering TL work together in planning and execution phases						See above	
Understand the reporting relationship to Wells Manager and VP	By end of April		Sims			Discuss with Dave Rich	
Admin support	By end of April	Thorseth	Sims			Discuss with Dave Rich	
Team/org budget	By end of April		Sims			Discuss with Dave Rich	
Performance Monitoring & Reporting *Refer to the questions below as prompts on what type of information to provide. Depending upon the situation, not all*							

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questions may be appropriate or need to be answered. Add additional lines to the table as needed. • Are there applicable parts of your performance contract that should be reviewed with the receiver? • What are any concerns about possible deviations from current year Performance Contract or performance objectives? • Have you reviewed documents which outline key performance management metrics and reports on which you relied? • What are the obligations regarding reporting of business information & performance reporting for the BU (i.e. monthly GFOs, HSE inputs & outputs, costs, etc.)?							
2010 Objectives – SPA for Dropped Objects CIP						See above	✓
2010 Objectives – other SPA or commitments.						See above	✓
External Relationships *Refer to the questions below as prompts on what type of information to provide. Depending upon the situation, not all questions may be appropriate or need to be answered. Add additional lines to the table as needed.* ▪ What key external relationships will the receiver inherit? ▪ What is the transition process for each of these?							
Meeting with main contractors – primarily Transocean and Pride						See above	
Meeting with primary well services contractors	By end of April		Sims			Meet with Halliburton – Gary Godwin, Schlumberger – Fruge, MI – Armand, Baker Hughes - ?	✓
Communication *Refer to the questions below as prompts on what type of information to provide. Depending upon the situation, not all questions may be appropriate or need to be answered. Add additional lines to the table as needed.* • Whose accountabilities are changing as a result of this transition and have they been informed? • Have you reviewed critical communication activities outlining what should be communicated to which stakeholder, when, by whom and how? (Including customers, government contacts, partners, suppliers, local communities, relevant BP employees, other…) • What critical communication activities have you and your team relied upon, including any regular meetings, their role, meeting objectives and any current issues?							
Weekly team Ops Meeting – Mondays 0800	End of April		Sims			Decide when to have team meeting	✓

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Key Responsibilities	Frequency / Timing	List External Interfaces	Name of Receiving Employee	Critical (Check if "Yes")	Status	Comments	Conversation completed (Check if "Yes")
Weekly team Staff Meetings – Wednesdays 0830	End of April		Sims			Decide when to have team meeting	✓
Weekly D&C LT meetings – Mondays 1000 and 1300	Week of March 22		Sims			Confirm attendance with Dave Rich	
Drilling Operations Performance, WSL, Contractor, HSE Steering committee, and Rig HSSE Meetings	End of April		Sims			HSE steering committee member – Sims already attended and engaged.	✓
E&A Resource LT meetings (Rainey's)	End of April		Sims			Conflict with Dave Rich LT mtg. Discuss with Dave Rainey.	

Important electronic files and hard copy documents turned over to:_____

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