

VERSION DRAFT

APRIL 13, 2016

**Approved by the
PPDM Board of Directors
April 13, 2016**



“WHAT IS A COMPLETION?”

WORK GROUP CHARTER

PRESENTED BY: MEMBERS OF THE PPDM
ASSOCIATION

PROFESSIONAL PETROLEUM DATA MANAGEMENT
ASSOCIATION

#860, 736 8 AVENUE SW
CALGARY, AB

TABLE OF CONTENTS

“What is a COMPLETION?”	2
Project Background and Purpose.....	2
High Level Goals and Objectives	2
Assumptions.....	2
Constraints	2
Scope.....	3
In Scope.....	3
Out of Scope.....	3
Deliverables.....	3
Key Deliverables	3
Specific recommendations.....	3
Funding Mechanisms	3
Risks and issues management	4
Implementation Approach	4
High Level Timeline/ Schedule	4

“WHAT IS A COMPLETION?”

PROJECT BACKGROUND AND PURPOSE

“Interaction and collaboration between regulators is increasing on an international scale. Common language and data standards are vital for consistent information reporting, analysis, decision-making, and interpretation. The initiative will improve regulator’s ability to communicate with other regulators, operators, and third party vendors. Data standards will help enable transparent, consistent, and trusted information.

Regulatory data standards will reduce complexity for operators and vendors both nationally and internationally.” [Taken from letter from Jim Ellis at the AER to PPDM dated July 10, 2015]

In 2015, the PPDM Association conducted a stakeholder interview process to identify areas in which industry data standards could benefit both regulators and operators; the outcomes of this survey are contained in a report available on the PPDM Association Website. Three opportunities to better align stakeholders were identified, including semantic ambiguity. Local dialects and poorly defined terminology have long been identified as a challenge to interoperability between all stakeholder groups.

Since 2008, when the “What Is a Well?” project was launched, members of the PPDM Association have benefited from the series of simple illustrations, clearly described and defined concepts, and mappings to regulatory processes that were developed by the collective industry work group. Our members have identified the term “completion” as the next target for this disambiguation process. Initial analysis has found at least six distinctly different uses of this term by operators and regulators.

This work group will apply the “What is a Well?” methodology to disambiguate the term “completion”, and provide supporting materials that can be deployed by industry to help achieve better clarity and communication at all levels and all stages of the life cycle.

HIGH LEVEL GOALS AND OBJECTIVES

The work group will focus on identifying and disambiguating various usages of the term “completion”.

Illustrations, examples, terms and definitions will be included in scope. If feasible, regulatory mappings to the content to reflect a point in time capture of the status will be included.

ASSUMPTIONS

- Work can largely be based on submissions provided by members
- Members will be able to participate in meetings and work sessions as needed

CONSTRAINTS

- Economic conditions may result in some program delivery delays
- Members may not be able to participate as much as needed
- Travel constraints will require more to be done electronically; while this can be effective, it is typically slower.

SCOPE

This project will focus only on the most important elements that are needed to achieve the main goals. Additional projects may be recommended once this is complete.

IN SCOPE

- Disambiguate the term “Completion” through various media as appropriate. Materials developed for “What is a Well” will be tabled for consideration, but are not mandatory.
- PPDM data model mappings are not explicitly in scope, although it is recognized that the work group may deem this a desirable outcome.

OUT OF SCOPE

- This work group will not attempt to alter legislative or regulatory processes, but will endeavor to develop devices that will enable translation and transformation by regulators as each determines this to be in their best interests.
- Consideration of anomalies that may include agency changes in practice over time, periods where certain data is not captured, errors in the way data was captured and exceptions for handling certain data types or situations.

DELIVERABLES

KEY DELIVERABLES

SPECIFIC RECOMMENDATIONS

Baseline definition(s)	Establish the baseline definition for a completion (and the elements of a completion) that can be used for communication purposes and as a source for comparison (translation aid) with other sources of data, applications and data models.
Baseline comparison	Create the system of record using the baseline definition as a tool for comparison against different sources of data.
Communication	Papers, news releases, conference presentations and website materials as appropriate. Communication & dialogue with other committees and the PPDM Association Board of Directors.
Training/reference materials	Materials are a desirable outcome of the project. These may include training, booklets or other reference materials that will be completed with remaining resource by the work group.

FUNDING MECHANISMS

- The committee will be launched with existing PPDM funding

- Specific project funds have been allocated by some members; these funds will serve as the starting point, as additional funding may be required to complete the final work group scope once defined.
- Any additions to the project scope will require industry support and funding.

RISKS AND ISSUES MANAGEMENT

This section will be completed by the work group, initial risks listed below:

Date recorded	Risk description	Probability	Impact	Mitigation plan
	Volunteer time	High	High	Scale plan to capabilities, ensure PPDM staff carry logistical burden
	Funding	Low	Low	This workgroup is funded by members, funding is in place now.

IMPLEMENTATION APPROACH

These materials are stand alone and are intended to be used and adopted by industry as appropriate to their business needs.

Recognized industry experts will be used for the information gathering and analysis stage of this initiative. These experts will be supplemented by project management, administrative and industry qualified support personnel.

The results will be made freely available to industry once approved by the Work Group, Regulatory Data Standards Committee and PPDM.

The completed outcomes of this work will be considered a part of the ‘a la carte toolbox’ under the Regulatory Data Standards umbrella of PPDM.

HIGH LEVEL TIMELINE/ SCHEDULE

The “What is a Completion?” Work Group will meet on a regular basis at a time that is most agreeable to the team. We expect a minimum of 1 – 2 two hour meetings per month to work on this project, with between 1 and 5 hours of review and preparation time beforehand.

This Work Group will be responsible to report progress and activities to the Regulatory Data Standards Committee and PPDM.

This work group is intended to launch in the fiscal year 2015/16. Final deliverables may not be in place until 2016/17, depending on the nature of the deliverables decided by the work group.