Project Pathfinder  OPERATOR USER GUIDANCE

Oil & Gas Authority
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1. INTRODUCTION

1.1 Project Pathfinder

Oil & Gas Authority (OGA) has listened to the supply chain and understands that early information about emerging projects is helpful. As a result, Project Pathfinder has been established to provide a real-time look at the oil and gas projects for new field developments, and the decommissioning of redundant facilities in the UKCS.

Project Pathfinder provides information about the location, type of development, and timings of business opportunities, as well as the all-important contact details within companies. It increases visibility of the contracting community and aims to build on the information available from existing forums such as the Share Fair and Forward Workplan.

Industry has been supportive of Project Pathfinder, as influential industry bodies find it useful for the supply chain to plan and be in a more competitive position to win a share of UKCS contracts.

To help operators, OGA has created an online system for submitting project details electronically.
2. REGISTRATION AND LOGIN DETAILS

Most operators will already have been offered an account to use the system, new users will email ukop@ogauthority.co.uk requesting access, they will also use this email to notify OGA of any changes to company contacts.

Once you have been registered, you can go to the login screen directly, (figure 2.1), or via the OGA Website on the Supply Chain page under Project Pathfinder (figure 2.2).

If you already have an existing portal account you will be able to find a link to Project Pathfinder on your left hand menu.

Figure 2.1

Please direct all queries regarding Project Pathfinder to Sylvia Buchan or Bill Cattanach on 0300 020 1005 or 0300 020 1008

Figure 2.2
3. PROJECT PATHFINDER SCREENS

3.1 Initial screen

Once you have logged into the portal you will be presented with the normal workbasket, click on the Project Pathfinder link on the LHS (figure 3.1).

Figure 3-1

This will take you to a list of projects that have been submitted by the Operator to OGA (figure 3.2). If you would like to filter the list enter the relevant criteria into the fields and click ‘Apply Filter’. To reset the criteria and project list click the ‘Clear Filter’ button.

From the Project list you may view the project history or project comments using the actions on the right. If you would like to create a project click the ‘Create Project’ link on the left hand side.

If you are no longer going to be representing this Operator for Project Pathfinder you must inform Sylvia Buchan at OGA (sylvia.buchan@ogauthority.co.uk) of your replacement so the contacts can be amending and this Operator can continue to update projects.

Figure 3-2
3.2 Update Project Contracts & Challenges

You can update existing projects by clicking on the “Update Project” link (figure 3.4)

Figure 3-4

This will take you to the Update screen (figure 3.5)

Figure 3-5
Here you can update any of the details you wish. Please note that you must include a summary of the changes, unless you check the “No Change” box. On this page, challenges and contracts can be added please see section 3.2.1 & 3.2.2 for more information.

3.2.1 Challenges

As well as providing an update summary challenge(s) faced with the project can be added to bring to the attention of the service sector - see figure 3.6

![Figure 3.6](image)

3.2.2 Contracts

Here you should enter details of any contracts once awarded that are relevant to the Project. This information will be publicly available – see figure 3.7

![Figure 3.7](image)

3.3 View Project History

You can view an individual Project history by clicking on “View Project History” (figure 3.7)

![Figure 3.7](image)
This will take you to the project history screen (figure 3.8)

Figure 3-8

Here you can view the project’s timeline showing any updates that might have occurred.

3.4 Add Comments

You get to this screen from the update projects, (figure 3.9) screen shown in Section 3.2, here you can view or add any comments to a particular project.

Comments to an operator can be seen by the operator and anyone in OGA who has at Project Viewer access

Figure 3.9
Clicking on comments will display the comments screen (figure 3.10)

Figure 3.10

Here you can send comments to the project operator by writing your comment in the box and clicking on “Add Comment”

3.4.1 View comments

Comments can be viewed from the Project Pathfinder screen screen (figure 3.11)

Figure 3.11
3.5 Create Project

You can access the Create Projects screen from Project Pathfinder screen (figure 3.12) Once you click on “Create Project” you will see the following screen (figure 3.13)

3.5.1 Create Project – Data entry screen

Figure 3.12

Figure 3.13
Choose project type – Discovery (during the concept, select, feed and define stage) Current or Decommissioning. If the “Project Type” selected is “Current Project” an additional link will appear to record the original production date if one exists (figure 3.14)

Figure 3.14
Clicking on the link will display the original production field (figure 3.15)

Figure 3.15
See the table below for more details

3.5.2 Main Project Input Fields
The following table lists the fields on this screen. “Contracts Awarded” will be dealt with in section 3.6.3

<table>
<thead>
<tr>
<th>Name</th>
<th>Value</th>
<th>Validation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Type*</td>
<td>Current Project</td>
<td>Pick one from the drop down list</td>
</tr>
<tr>
<td></td>
<td>Decommissioning</td>
<td>If “Current Project” is selected an additional link “add original Production” will appear</td>
</tr>
<tr>
<td></td>
<td>Discovery</td>
<td></td>
</tr>
<tr>
<td>Project Title*</td>
<td>Name of Project</td>
<td>Field name or company identifier with “project” appended</td>
</tr>
<tr>
<td>Field Details</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Field Name*</td>
<td>Name of Field</td>
<td></td>
</tr>
<tr>
<td>DEVUK Field</td>
<td>Enter if known</td>
<td>This is an optional field that the company can enter if they know the DEVUK field name</td>
</tr>
<tr>
<td>-------------</td>
<td>----------------</td>
<td>-----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Field Type</strong>*</td>
<td>Oil</td>
<td>Pick one from the drop down list</td>
</tr>
<tr>
<td></td>
<td>Gas</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Oil/Gas</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Condensate</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Oil Condensate</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Gas Condensate</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Oil/Gas Condensate</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Gas Storage</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Carbon Storage</td>
<td></td>
</tr>
<tr>
<td><strong>Location</strong>*</td>
<td>The Quadrant/Block the project is in</td>
<td></td>
</tr>
<tr>
<td>----------------</td>
<td>--------------------------------------</td>
<td></td>
</tr>
<tr>
<td><strong>Water Depth</strong>*</td>
<td>Depth in metres</td>
<td></td>
</tr>
<tr>
<td><strong>FDP Approval</strong></td>
<td>Check the tick box if the field has an approved Field Development Plan (FDP)</td>
<td></td>
</tr>
</tbody>
</table>

**First Production**

<table>
<thead>
<tr>
<th><strong>Quarter</strong>*</th>
<th>Q1, Q2, Q3 or Q4</th>
<th>Pick one from the drop down list</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Year</strong>*</td>
<td>Enter a year</td>
<td>Must be 4 digits e.g. 2012</td>
</tr>
</tbody>
</table>

**Original Production** – This field will only appear if the “Project Type” is “Current Project” and you choose to enter the data due to the field being a re-development

<table>
<thead>
<tr>
<th><strong>Quarter</strong>*</th>
<th>Q1, Q2, Q3 or Q4</th>
<th>Pick one from the drop down list</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Year</strong>*</td>
<td>Enter a year</td>
<td>Must be 4 digits e.g. 2012</td>
</tr>
</tbody>
</table>

**Contact Details** – These details are for information only and will be published as the contact details, it does not provide access to Project Pathfinder

<table>
<thead>
<tr>
<th><strong>Name</strong>*</th>
<th>Enter Full Name</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Job Title</strong>*</td>
<td>Enter Job Title</td>
</tr>
<tr>
<td><strong>Email Address</strong>*</td>
<td>Enter Email Address</td>
</tr>
<tr>
<td><strong>Telephone Number</strong>*</td>
<td>Enter Telephone Number</td>
</tr>
</tbody>
</table>

**Project Summary**

<table>
<thead>
<tr>
<th><strong>Summary Details</strong>*</th>
<th>Enter summary text</th>
<th>Begin your project summary as follows:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>“The xxxx field is located in block nn/nn in the xxxx North Sea approximately nn kilometres off xxxx. The field will be developed...”</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Include field name, location, block number, area of the North Sea and related platform etc.</td>
</tr>
</tbody>
</table>

The fields marked with an * are mandatory
Once the details are entered you can either click on “Cancel” to quit this screen without saving or “Create Project” to save the data (figure 3.16). Once you have created the project it will appear on the website immediately. To remove any project from public view see section “3.6.7 Archive Project”.

### 3.5.3 Contracts Awarded – Data Entry Screen

When creating a project, you should add details of any contracts relevant to this Project, these details will be publicly available.

To do this click on the “Add contract” link (figure 3.17), to add more or new contracts click the link again.

### Figure 3.17

This will bring up the Contracts Awarded input screen (figure 3.18)

### 3.5.4 Contracts Awarded Input Fields

<table>
<thead>
<tr>
<th>Name</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>Title of Contract e.g. Safety Equipment</td>
</tr>
<tr>
<td>Contractor Name</td>
<td>Company Name</td>
</tr>
<tr>
<td>Contractor Primary Contact</td>
<td>Name of primary contact within company</td>
</tr>
<tr>
<td>Date Awarded</td>
<td>Date – use the calendar icon</td>
</tr>
</tbody>
</table>
Value of Contract | Enter the value of the contract using the drop-down box
---|---
Telephone Number | Enter the contacts Telephone Number
Email Address | Enter the contacts Email Address

Once the fields are completed, you can either save the data by clicking on the disc icon or cancel by clicking on the wastepaper bin icon (figure 3.19)

![Figure 3.19](image)

If you wish to amend any details for a contract click the edit icon (Figure 3.20) to enable editing and then click the save icon when you are finished.

![Figure 3.20](image)

### 3.5.5 Challenges – Data Entry Screen

When creating a project, you should add details of any challenges relevant to this Project, these details will be publicly available.

To do this click on "Add Challenge" link (Figure 3.21), to add more or new challenges click again

![Figure 3.21](image)

This will bring up the Challenges input screen (Figure 3.22),

![Figure 3.22](image)

### 3.5.6 Challenges Input Fields

<table>
<thead>
<tr>
<th>Name</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>Brief description of the challenge you want to bring to the attention of the service sector</td>
</tr>
<tr>
<td>Contact Name</td>
<td>Enter the name of the person from the company dealing with the challenge</td>
</tr>
</tbody>
</table>
Telephone Number | Enter a Telephone Number
Email Address | Enter an Email Address

Once the fields are completed, you can either save the data by clicking on the disc icon or cancel by clicking on the wastepaper bin icon (figure 3.23)

Figure 3.23

If you wish to amend any details for a challenge click the edit icon (Figure 3.24) to enable editing and then click the save icon when you are finished.

Figure 3.24

3.5.7 Archive Projects

If you wish to remove any projects from public view, go to “Update Project” for details see section 3.2 and click on “Archive This Project” (figure 3.24)

Figure 3.24

This removes the project from public view but retains it so the company can view but not update the information. Note that if you archive a project in error you must contact OGA and an administrator will be able to re-activate it.
4. CONTACTS

4.1 OGA Project Pathfinder Contacts

Please direct all queries by email to either
Sylvia Buchan or Bill Cattanach
sylvia.buchan@ogauthority.co.uk
bill.cattanach@ogauthority.co.uk

4.2 IT Contacts

If you have any IT related issues please either email UK Energy Portal
ukop@ogauthority.co.uk or telephone the helpdesk on 0300 067 1682