



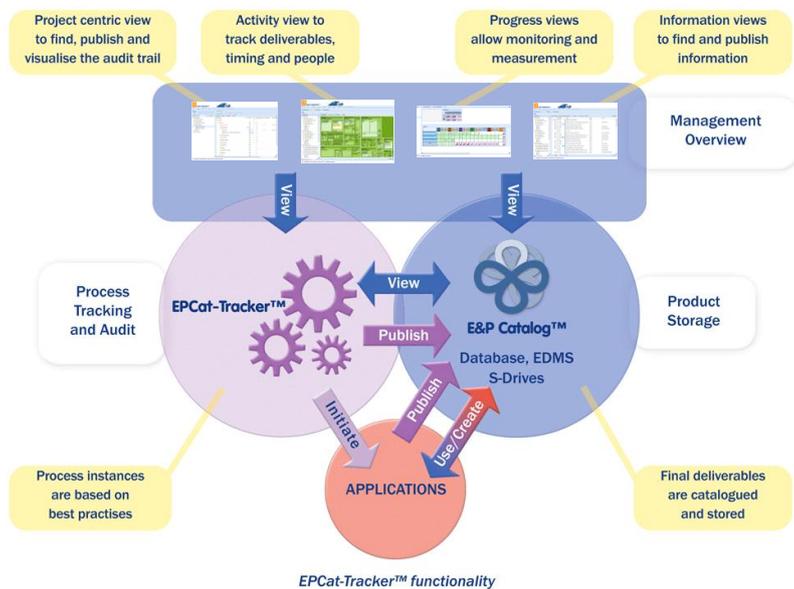
EPCat-Tracker™ (Process Management)

The EPCat-Tracker™ system makes key business processes visible and facilitates the capture and discovery of information around those processes. While a project is under way, this web-based system allows geographically dispersed teams to capture key project deliverables, decisions and technical or project reviews. This builds up a full 'story' of the project - what was delivered, what decisions were made and why. On project completion and handover, new teams can quickly assimilate what has been done historically, resulting in rapid start-up of the next project or project stage.

EPCat-Tracker™ enables business and technical processes to be clearly defined, facilitating effective process tracking and the capture of related information and knowledge. Existing processes can be quickly implemented in Tracker and verified for accuracy and completeness.

Individuals can query Tracker to determine which process steps they are responsible for performing or overseeing and how these activities should be conducted. They can also see who is responsible for other steps in the process, whether these have been completed and with what result.

Working in conjunction with the E&P Catalog™, EPCat-Tracker™ can point people to existing information items that will be needed for a process step such as data, documents, templates or procedures. Once an individual has completed a step EPCat-Tracker provides a simple and consistent mechanism for them to publish deliverables so that these are available for other people involved in the process and can also be easily located in future.



Integration with the E&P Catalog™

EPCat-Tracker™ is tightly integrated with Flare's E&P Catalog™ delivering unique capabilities to assist with managing information and delivering compliance toolkits to the business.

Users can locate information in corporate stores by searching the Catalog, then follow links back to the processes that created them. This inextricably links the procedures, audit trail and information assets together creating a trusted environment of known information provenance, complete data and confidence that the right procedures were followed.

Key Features

Process Visibility - Selectable views show the full or partial process structure together with associated information and status.

Alert management - Full alert management facilities including user-defined notification, automatic alerts upon deadline violations and automatic e-mail generation

Management Reporting - Graphical and text-based summary reports provide progress overviews of single or multiple projects

Information Access and Publishing - Key input information, procedures and templates are directly accessible from the process step and key outputs can be published directly from the process view

Compliance Tracking - a completed project becomes an effective audit trail. It shows where in a process a document has been created, what guidelines/standards were used, what decisions were made and what reviews were conducted to ensure compliance.

Security - Only authorised users can publish from a process - others can have read-only access. All steps show who is responsible

Business Benefits

- More effective management of corporate compliance and regulatory obligations
- Improved cross-team, departmental and geographical sharing of information, better exploiting the intellectual capital of the organisation
- Improved accountability by making processes and responsibilities visible
- Increased performance by capturing lessons learned and sharing best-practices
- Enhanced compliance by preserving workflow history (who did what, when, how, and what were their comments) that can subsequently be used as an audit-trail
- Progress visibility enables effective management control and efficient user collaboration
- Easier collaboration across geographically dispersed teams including internal staff partners, suppliers facilitates better virtual team-working
- Accessible business metrics for future planning and resource allocation



Solution deployments:

EPCat-Tracker™ is fully integrated with the *E&P Catalog™*. Information deliverables such as analyses, reports, procedures, recommendations and decisions used or generated by a Tracker-enabled process can be extracted from or published directly to the Catalog. Subsequently these key information items can be accessed directly via the Catalog or by using Tracker if a process-centric view is preferred.

The *EPCat-Tracker™* platform can be deployed to address a wide range of E&P business needs using a common approach to managing information and processes.

- **Reserve Tracking** - Tracks the process for developing reserve estimates with automatic links to key document and data inputs and deliverables
- **Field Development Tracking** - Tracks the process for developing an oil or gas field with automatic links to key document and data inputs and deliverables
- **Budgeting and Capital Allocation Tracking** - Tracks the process for budgeting and allocating capital for projects with automatic links to key document and data inputs and deliverables
- **Well Data Tracking** - Tracks the information generated during drilling and completion from its acquisition at the well-site, through the company systems and interaction with regulatory authorities
- **Health, Safety and Environment Policy Adherence** - Tracks the compliance of defined parties with HSE procedures and maintains an audit trail
- **Repeated Process Tracking** - Defines and tracks repetitive processes to control projects such as data clean-up programmes where an identical process is carried out on many instances of a set of information types
- **Stage-Gate Project Tracking** - Defines and tracks the corporate process for managing and optimizing opportunities that need to be tracked via a stage-gate approach – Makes visible the phases and milestones for each opportunity and provides an effective audit trail

About Flare

Flare Solutions Limited provides information management consulting, software solutions and related services to the international oil and gas exploration and production industry.

Formed in 1998 by people with a background in geoscience and petroleum engineering Flare brings extensive industry experience gained at management, operations and technical levels within oil companies and the E&P service sector. The Flare team has developed a unique, holistic approach to managing knowledge, information and data that focuses on real business needs, not technology solutions.

Flare has built and deployed a portfolio of software applications for the E&P industry. These include the award winning *E&P Catalog™* for publishing and finding information, *EPCat-Tracker™* for tracking information, *TOPAS* for personnel competency tracking and *RAPOR* for production and operations management.

Since its formation Flare has worked on a broad range of projects with E&P companies around the world and has gained an enviable reputation for excellence and innovation. Engagements range from information management strategy development to information, workflow and process improvement projects for organizations ranging from small independents to large multinational oil companies as well as governments, services organizations and industry groups.



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