

**OE Manager**  
Process Control

Home All Processes Mind Map Balanced Scorecard Risk Management

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## Elements to Processes Mind Map 4 Elements

- OE Element 1: Transition Plan** 8 Processes
  - WSM Transition Plan
- TP-001: Transition Planning and Strategy Development** 6 Steps
  - Comprehensive process for developing and implementing transition strategies across organizational changes
  - Step 1: Board Approval and Authorization**  
Secure formal board approval for transition initiative. Present business case, resource requirements, timeline, and expected outcomes. Obtain written authorization to proceed with transition planning.
  - Step 2: Transition Committee Formation**  
Establish Transition Steering Committee with executive sponsors and key stakeholders. Define roles, responsibilities, governance structure, and decision-making authority. Create working groups for specific transition areas.
  - Step 3: Current State Assessment**  
Comprehensive analysis of existing organizational structure, processes, systems, and capabilities. Document current performance metrics, resource allocation, and operational efficiency. Identify strengths and areas for improvement.
  - Step 4: Future State Design and Vision**  
Define target operating model, organizational structure, and desired capabilities. Establish success criteria, performance targets, and key outcomes. Create detailed vision statement and strategic objectives.
  - Step 5: Gap Analysis and Impact Assessment**  
Detailed comparison between current and future states. Identify capability gaps, resource requirements, and potential impacts. Assess complexity, effort, and dependencies for each gap area.
  - Step 6: Enabling Factors Identification**  
Identify critical success factors, required capabilities, and enabling conditions. Define infrastructure needs, technology requirements, and organizational capabilities. Establish prerequisite conditions for successful transition.
- TP-002: Change Management and Communication** 6 Steps
  - Systematic approach to managing organizational change and ensuring effective communication throughout the transition process
  - Step 1: Change Readiness Assessment**  
Evaluate organizational readiness for change including culture, leadership commitment, and change capacity. Assess historical change performance and identify potential resistance areas.
  - Step 2: Stakeholder Analysis and Mapping**  
Comprehensive identification and analysis of all stakeholders affected by transition. Map influence, impact, and engagement strategies for each stakeholder group. Develop stakeholder engagement plan.
  - Step 3: Communication Strategy Development**  
Create comprehensive communication plan with key messages, channels, timing, and audience segmentation. Develop communication materials and establish feedback mechanisms.
  - Step 4: Change Champion Network Formation**  
Identify and recruit change champions across all departments and levels. Provide specialized training and resources. Establish regular communication and support mechanisms.
  - Step 5: Training Program Design and Delivery**  
Develop role-specific training programs addressing new processes, systems, and behaviors. Create training materials, schedule delivery, and establish competency assessments.

#### TP-003: Resource Allocation and Management 6 Steps

Strategic allocation and management of human, financial, and technical resources during organizational transitions

##### Step 1: Executive Resource Authorization

Secure executive approval for resource allocation strategy and budget requirements. Present comprehensive resource plan including human, financial, and technical resource needs.

##### Step 2: Cross-Functional Resource Committee Setup

Establish Resource Allocation Committee with representatives from Finance, HR, IT, and Operations. Define resource governance processes and decision-making protocols.

##### Step 3: Comprehensive Resource Requirements Analysis

Detailed analysis of all resource needs across transition phases. Assess current resource capacity, identify gaps, and project future requirements. Include contingency planning.

##### Step 4: Budget Planning and Financial Modeling

Develop comprehensive budget model including direct costs, indirect costs, contingencies, and ROI projections. Create phased budget allocation aligned with transition timeline.

##### Step 5: Human Resource Planning and Skill Development

Assess current workforce capabilities, identify skill gaps, and develop staffing plan. Include recruitment, training, and development strategies. Plan for temporary and permanent staffing needs.

##### Step 6: Technology and Infrastructure Resource Planning

Evaluate technology infrastructure needs, plan hardware/software acquisitions, and ensure system integration capabilities. Address security, scalability, and maintenance requirements.

#### TP-004: Timeline Management and Milestone Tracking 6 Steps

Comprehensive management of transition timelines, milestone tracking, and schedule optimization to ensure successful project delivery

##### Step 1: Board Timeline Approval and Commitment

Present master timeline to board for approval and commitment. Secure formal agreement on key milestones, dependencies, and success criteria. Establish escalation procedures for timeline issues.

##### Step 2: Project Governance Committee Establishment

Form Timeline Governance Committee with authority to make schedule decisions, resolve conflicts, and approve timeline changes. Define committee structure, meeting cadence, and decision-making processes.

##### Step 3: Master Timeline Development and Integration

Create comprehensive master timeline integrating all transition workstreams. Identify critical path, dependencies, and integration points. Develop detailed work breakdown structure with clear deliverables.

##### Step 4: Milestone Definition and Success Criteria

Define clear, measurable milestone criteria and acceptance standards. Establish milestone review processes, approval requirements, and quality gates. Create milestone tracking and reporting mechanisms.

##### Step 5: Risk-Based Schedule Analysis and Contingency Planning

Conduct comprehensive schedule risk analysis using Monte Carlo simulation and scenario planning. Develop contingency plans for high-risk activities and establish buffer allocation strategies.

##### Step 6: Enabling Factors and Prerequisites Management

Identify and manage all enabling factors, prerequisites, and dependencies required for timeline success. Establish tracking mechanisms and early warning systems for potential delays.

#### TP-005: Board Governance and Approval Framework 4 Steps

Comprehensive framework for securing board governance, approvals, and ongoing oversight throughout the transition process

##### Step 1: Board Charter and Governance Structure

Establish formal board charter for transition oversight with defined roles, responsibilities, and decision authority. Create governance structure with clear escalation paths and accountability mechanisms.

#### Step 3: Regular Reporting and Communication Framework

Establish regular board reporting cycles with standardized templates, key metrics, and executive dashboards. Ensure transparent communication of progress, risks, and decisions needed.

#### Step 4: Board Decision Documentation and Tracking

Implement comprehensive system for documenting board decisions, tracking implementation, and ensuring accountability. Include decision audit trail and follow-up mechanisms.

#### TP-006: Committee Formation and Management 5 Steps

Systematic approach to forming, managing, and coordinating various transition committees and working groups

##### Step 1: Committee Structure Design and Hierarchy

Design comprehensive committee structure including steering committee, working groups, and task forces. Define hierarchy, reporting relationships, and coordination mechanisms between committees.

##### Step 2: Committee Charter Development and Approval

Develop detailed charters for each committee including purpose, scope, authority, membership criteria, and success measures. Secure executive approval for all committee charters.

##### Step 3: Member Selection and Onboarding

Systematic selection of committee members based on expertise, availability, and stakeholder representation. Conduct comprehensive onboarding including roles, processes, and expectations.

##### Step 4: Committee Coordination and Communication

Establish regular coordination mechanisms between committees including liaison roles, cross-committee meetings, and information sharing protocols. Ensure alignment and prevent conflicts.

##### Step 5: Committee Performance Management

Implement performance monitoring and improvement processes for all committees including effectiveness assessments, member feedback, and continuous improvement initiatives.

#### TP-007: Enabling Factors and Critical Success Factors Management 6 Steps

Identification, development, and management of all critical enabling factors required for successful transition execution

##### Step 1: Critical Success Factors Identification

Comprehensive identification of all critical success factors required for transition success including organizational, technical, cultural, and external factors. Prioritize factors based on impact and urgency.

##### Step 2: Enabling Capability Assessment

Detailed assessment of current organizational capabilities against required enabling factors. Identify capability gaps, strengths, and development needs across all critical areas.

##### Step 3: Enabler Development Planning

Create comprehensive development plans for building required enabling capabilities including training, technology, process, and cultural development initiatives.

##### Step 4: Infrastructure and Technology Enablers

Identify and develop all technology and infrastructure enablers including systems, platforms, tools, and technical capabilities required for transition success.

##### Step 5: Cultural and Organizational Enablers

Develop cultural and organizational enablers including leadership behaviors, organizational values, communication patterns, and change readiness factors.

##### Step 6: Enabler Monitoring and Early Warning Systems

Implement comprehensive monitoring and early warning systems to track enabler development progress and identify potential gaps or delays before they impact transition success.

#### TP-008: Risk Management and Mitigation Framework 6 Steps

Comprehensive risk management framework for identifying, assessing, and mitigating all transition-related risks across organizational, technical, financial, and operational domains

**Step 2: Risk Assessment and Prioritization**

Detailed assessment of risk probability, impact, and urgency using quantitative and qualitative methods. Prioritize risks based on overall risk score and strategic importance.

**Step 3: Risk Mitigation Strategy Development**

Develop comprehensive mitigation strategies for high-priority risks including prevention, reduction, transfer, and acceptance strategies. Create detailed action plans with owners and timelines.

**Step 4: Risk Monitoring and Early Warning Systems**

Implement comprehensive risk monitoring systems with automated alerts and early warning indicators. Establish regular risk review cycles and escalation triggers.

**Step 5: Risk Communication and Reporting**

Establish clear risk communication protocols including regular reporting, stakeholder updates, and escalation procedures. Ensure transparent risk visibility across all organizational levels.

**Step 6: Crisis Management and Contingency Planning**

Develop comprehensive crisis management and contingency plans for high-impact risks. Include emergency response procedures, business continuity plans, and recovery strategies.

**OE Element 3: Purification Plant Operation Processes**

**13 Processes**

Comprehensive plant management system covering all aspects of plant operations from data input and design through construction, operations, financial management, and decommissioning. Includes strategic planning, clustering analysis, mobile units, and operational excellence programs.

**OE-3.1: Plant Data Input**

**3 Steps**

Comprehensive plant data entry system covering all categories with map uploads, P&IDs documentation, and database submission capabilities for complete plant information management.

**Step 1: Enter plant data across all categories**

Comprehensive data entry covering all plant operational categories including technical specifications, capacity, location, and operational parameters

**Step 2: Upload maps, plans, and P&IDs**

Digital documentation upload including site maps, engineering plans, process and instrumentation diagrams, and technical drawings

**Step 3: Submit data to database**

Final data validation and submission to central plant database with quality control checks

**OE-3.2: Plants Under Design**

**4 Steps**

Registration and management system for plants in design phase including design documentation, progress tracking, and detailed analysis capabilities for pre-construction planning.

**Step 1: Register plant under design**

Initial registration of new plant in design phase with basic project information and design parameters

**Step 2: Add design notes & documentation**

Comprehensive design documentation including technical notes, specifications, and engineering requirements

**Step 3: View plant details**

Review and access complete plant design information and project status

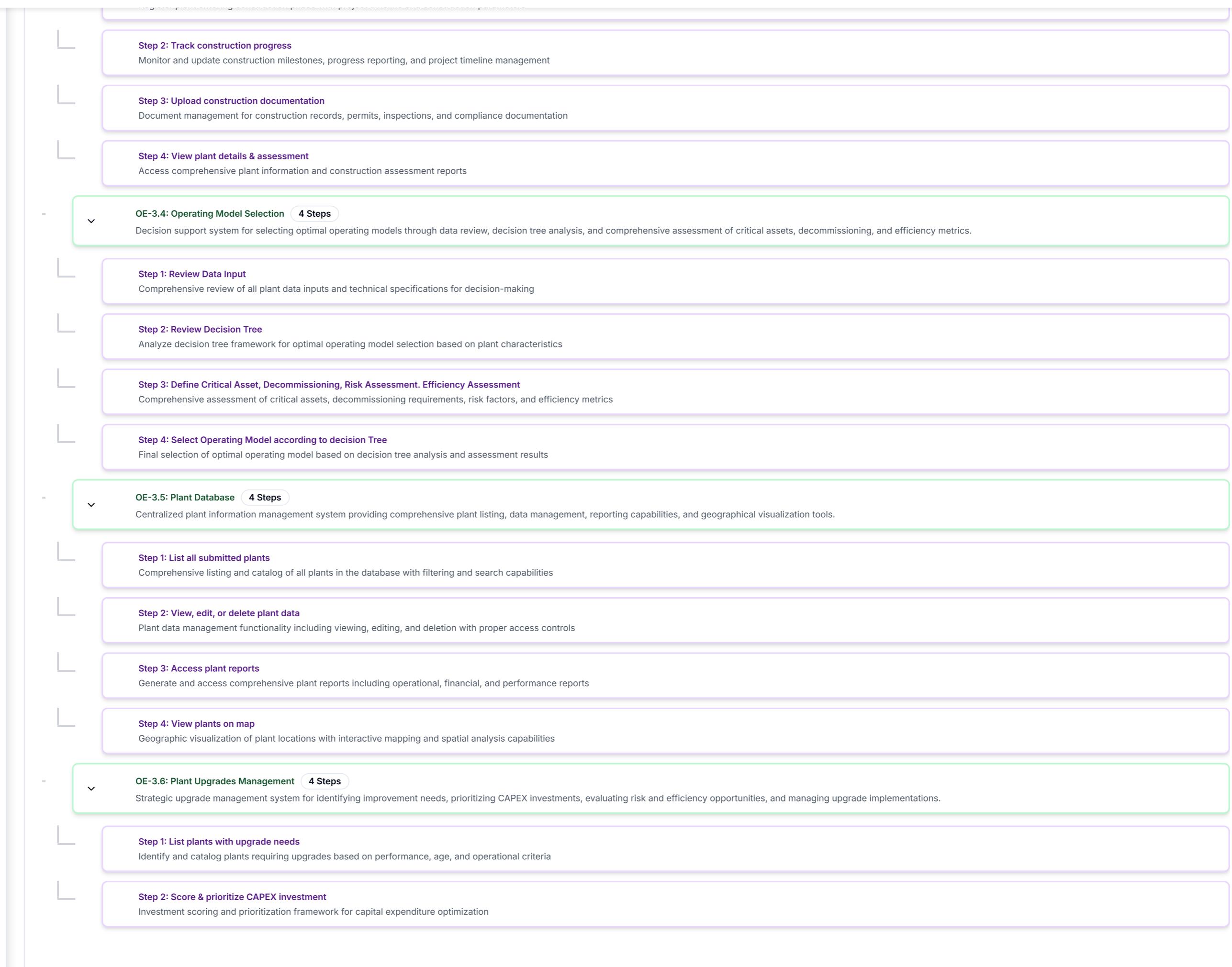
**Step 4: Review distance & cluster analysis**

Analyze plant location relative to existing facilities and evaluate clustering opportunities

**OE-3.3: Plants Under Construction**

**4 Steps**

Construction phase management system including plant registration, progress tracking, documentation management, and detailed assessment capabilities for active construction projects.



**Step 4: View plant upgrade details**

Detailed upgrade project information including costs, timeline, and expected benefits

**OE-3.7: Budget & Actual Production Data** 4 Steps

Financial performance tracking system for recording budgeted versus actual production data, cost analysis, variance management, and comprehensive budget oversight.

**Step 1: Record budgeted production & costs**

Input budgeted production targets and associated cost projections for planning and control

**Step 2: Record actual production & costs**

Input actual production data and costs for performance tracking and analysis

**Step 3: Compare variances**

Variance analysis comparing budgeted versus actual performance with root cause analysis

**Step 4: View/edit plant budget data**

Budget data management including viewing, editing, and updating budget parameters

**OE-3.8: Clustering Management** 4 Steps

Strategic clustering analysis system for identifying synergy opportunities, optimizing plant groupings, calculating cost savings, and recommending optimal cluster configurations.

**Step 1: Identify clustering opportunities**

Analysis and identification of potential plant clustering opportunities for operational synergies

**Step 2: Group plants for synergy**

Strategic grouping of plants based on geographic, operational, and economic synergies

**Step 3: Calculate potential cost savings**

Financial analysis and calculation of potential cost savings from clustering strategies

**Step 4: Recommend optimized clusters**

Final recommendations for optimal plant clustering configurations with implementation roadmap

**OE-3.9: Decommissioning Analysis** 4 Steps

Comprehensive decommissioning management system covering plant closure identification, cost estimation, asset recovery planning, and phased decommissioning execution.

**Step 1: Identify plants for closure**

Strategic analysis to identify plants suitable for closure based on performance and strategic criteria

**Step 2: Estimate closure costs & asset recovery**

Financial analysis of decommissioning costs and asset recovery potential

**Step 3: Assign decommissioning status**

Status assignment and tracking for plants in various stages of decommissioning process

**Step 4: Define decommissioning phases**

Detailed phasing plan for systematic decommissioning execution and timeline management

**Step 1: Assess portfolio performance metrics**

Comprehensive assessment of plant portfolio performance using key operational metrics

**Step 2: Benchmark efficiency & uptime**

Performance benchmarking analysis comparing efficiency and uptime metrics across plants

**Step 3: Rate plant excellence level**

Excellence rating system for evaluating and scoring plant operational excellence levels

**Step 4: Apply best practices library**

Implementation of best practices from operational excellence library for continuous improvement

**OE-3.11: Water Purchase Agreement Management** 4 Steps

Contract management system for WPA administration including contract registration, pricing management, status tracking, and supporting documentation oversight.

**Step 1: Register WPA contracts**

Contract registration system for water purchase agreements with comprehensive contract data

**Step 2: Record pricing (fixed, CCR, variable)**

Pricing structure management including fixed, cost component ratio, and variable pricing models

**Step 3: Track status (complete, partial, missing)**

Contract status tracking system monitoring completion, partial fulfillment, and missing elements

**Step 4: Manage supporting documents**

Document management system for contract supporting documents and compliance records

**OE-3.12: Mobile Units Management** 4 Steps

Mobile asset management system for tracking unit repository, monitoring deployment status, managing capacity and technology specifications, and overseeing maintenance operations.

**Step 1: Track repository of mobile units**

Comprehensive tracking and inventory management of mobile unit repository

**Step 2: Monitor deployed & under-maintenance units**

Real-time monitoring of mobile units deployment status and maintenance schedules

**Step 3: Record unit capacity, technology & location**

Technical specifications management including capacity, technology type, and location tracking

**Step 4: Manage deployment status**

Deployment management system for tracking unit assignments and operational status

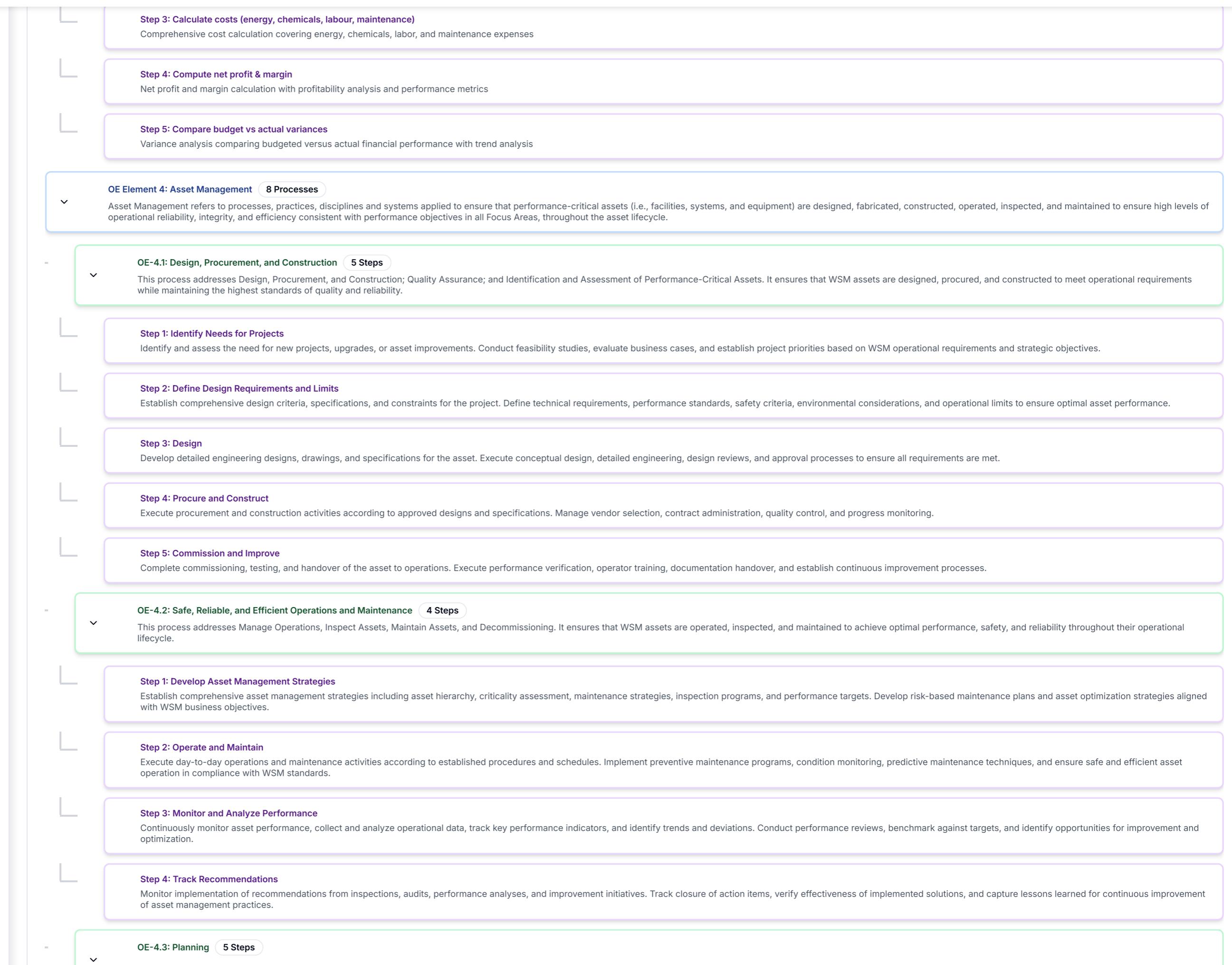
**OE-3.13: Plant Profit & Loss Statements** 5 Steps

Financial analysis system for comprehensive P&L management including revenue calculation, cost analysis, profit computation, and budget variance reporting.

**Step 1: Select plant for P/L analysis**

Plant selection interface for profit and loss analysis with filtering and selection capabilities

**Step 2: Calculate revenue (fixed + variable)**



#### Step 1: Demand Analysis

Conduct comprehensive analysis of current and future asset demand requirements, including capacity needs, performance requirements, and operational constraints to inform planning decisions.

#### Step 2: New Plants or Upgrades Risk & Opportunity Analysis

Evaluate risks and opportunities associated with new plant installations or existing asset upgrades, including technical, financial, operational, and regulatory considerations.

#### Step 3: New Plant or Upgrades Prioritization

Establish prioritization criteria and methodology for ranking new plant projects or upgrade initiatives based on business value, risk profile, and strategic alignment.

#### Step 4: Decommissioning Option Assessment

Assess decommissioning options for end-of-life assets, including disposal methods, environmental considerations, regulatory requirements, and cost implications.

#### Step 5: Recommendations

Develop comprehensive recommendations based on analysis results, including strategic recommendations for asset portfolio optimization and implementation roadmaps.

### OE-4.4: Asset Portfolio Health Assessment & CAPEX Prioritization 3 Steps

This process addresses comprehensive assessment of asset portfolio health and systematic prioritization of capital expenditure investments to optimize asset performance, reliability, and business value while ensuring efficient allocation of capital resources.

#### Step 1: Asset Health Assessment

Conduct comprehensive assessment of asset portfolio health including condition evaluation, performance analysis, and identification of critical maintenance needs.

#### Step 2: CAPEX Requirements Analysis

Analyze capital expenditure requirements based on asset health findings, regulatory compliance needs, and strategic business objectives.

#### Step 3: Investment Prioritization

Prioritize capital investments using established criteria including business impact, risk mitigation, regulatory requirements, and return on investment.

### OE-4.5: Asset Portfolio Financial Assessment 3 Steps

This process addresses comprehensive financial evaluation of asset portfolio including financial performance analysis, lifecycle cost assessment, return on investment calculations, and financial optimization strategies to maximize asset value and business profitability.

#### Step 1: Financial Performance Analysis

Analyze current financial performance of asset portfolio including revenue generation, cost analysis, and profitability assessment.

#### Step 2: Lifecycle Cost Assessment

Evaluate total lifecycle costs of assets including acquisition, operation, maintenance, and disposal costs for comprehensive financial planning.

#### Step 3: ROI and Value Optimization

Calculate return on investment and identify opportunities for financial optimization to maximize asset portfolio value and profitability.

### OE-4.6: Asset Emergency Response 5 Steps

This process addresses comprehensive emergency response procedures including emergency notification protocols, rapid assessment procedures, stakeholder communication strategies, emergency response plan execution, and continuous monitoring during emergency situations.

#### Step 1: Emergency Notification Point

Establish and maintain emergency notification systems and protocols to ensure rapid communication of emergency situations to all relevant stakeholders and response teams.

#### Step 2: Emergency Assessment

Conduct rapid assessment of emergency situation including severity evaluation, impact analysis, resource requirements, and initial response strategy determination.

#### Step 3: Emergency Stakeholder & Communication

**Step 4: Emergency Response Plan**

Execute predefined emergency response plans and procedures, including resource mobilization, containment actions, mitigation measures, and coordination of response activities.

**Step 5: Emergency Monitoring**

Implement continuous monitoring and evaluation during emergency situations, tracking response effectiveness, situation evolution, and adjusting response strategies as needed.

**OE-4.7: Production Process Improvement (Low Capex) 5 Steps**

This process addresses systematic identification, assessment, prioritization, approval, and delivery of production process improvements that require low capital expenditure to enhance operational efficiency and productivity.

**Step 1: Identification**

Systematically identify production process improvement opportunities through operational analysis, performance reviews, employee suggestions, and continuous monitoring to discover low-cost enhancement possibilities.

**Step 2: Assessment**

Conduct comprehensive assessment of identified improvement opportunities including feasibility analysis, cost-benefit evaluation, impact analysis, and resource requirement assessment for low-capex initiatives.

**Step 3: Prioritization**

Prioritize production process improvements using established criteria including business impact, implementation ease, resource requirements, and strategic alignment to optimize implementation sequence.

**Step 4: Approval (Toll Gate)**

Execute structured toll gate approval process including stakeholder review, business case validation, resource allocation approval, and formal authorization for improvement implementation.

**Step 5: Delivery**

Implement approved production process improvements including project execution, change management, performance monitoring, and benefits realization to achieve expected improvements.

**OE-4.8: Production Upgrades 5 Steps**

This process addresses comprehensive identification, assessment, prioritization, approval, and delivery of production upgrades including technology improvements, capacity enhancements, and equipment modernization initiatives.

**Step 1: Identification**

Identify production upgrade opportunities through technology assessments, performance gap analysis, capacity studies, and strategic planning to discover enhancement possibilities for production systems.

**Step 2: Assessment**

Conduct detailed assessment of production upgrade opportunities including technical feasibility, financial analysis, risk evaluation, and implementation complexity assessment for upgrade initiatives.

**Step 3: Prioritization**

Prioritize production upgrades based on strategic value, return on investment, operational impact, and resource availability to ensure optimal allocation of upgrade investments.

**Step 4: Approval (Toll Gate)**

Execute comprehensive toll gate approval process including investment committee review, technical validation, financial approval, and strategic alignment confirmation for upgrade authorization.

**Step 5: Delivery**

Execute production upgrade implementation including project management, technology installation, commissioning, testing, and performance validation to achieve upgrade objectives.

**OE Element 5: Strategic Localization 3 Processes**

Strategic Localization refers to the systematic approach for developing, implementing, and managing localization initiatives that enhance local capabilities, promote knowledge transfer, and build sustainable local partnerships to support WSM operational excellence and business objectives.

**OE-5.1: Localization Initiatives Information Collection & Database 4 Steps**

This process addresses the systematic collection, documentation, and management of localization initiatives information to create a comprehensive database that supports strategic decision-making and tracking of localization efforts across all WSM operations.

**Step 1: Data Collection Strategy Development**

