



# TOGAF® 9.1 General Definitions (*Cheat Sheet*)

Business Term	Definition
Accident / Incident	Generalized to mean information related to an event, which caused or had a reasonable potential of causing an injury, property damage or environmental release.
Accounts Payable	A current liability that shows the amount owed for items or services purchased. Definition includes items such as purchase orders, work orders, employee expense distribution and vendor invoices. Includes Joint Interest Billing.
Accounts Receivable	A current asset resulting from selling goods or services on credit (on account). Definition includes invoices and Joint Interest Billing.
Acreage	An area of land expressed in acres. Company acreage owned in fee simple, is under lease or license or is as a result of a contractual arrangement at a point in time. Acreage is normally referred to as Gross, Net, Developed, Undeveloped, Producing, Non-Producing, and combinations of same.
AFE	An Approval for Expenditure (AFE) is a formal document requesting the expenditure of capital funds on a defined business objective. Authorized by senior management or participants, depending on the funding level.
Application	A deployed and operational IT system that supports business functions and services; for example, a payroll. Applications use data and are supported by multiple technology components but are distinct from the technology components that support the application.
Application Architecture	A description of the structure and interaction of the applications as groups of capabilities that provide key business functions and manage the data assets.



Business Term	Definition
Architecture	<ol style="list-style-type: none"> <li>1. A formal description of a system, or a detailed plan of the system at component level, to guide its implementation (source: ISO/IEC 42010: 2007)</li> <li>2. The structure of components, their inter-relationships, and the principles and guidelines governing their design and evolution over time.</li> </ol>
Architecture Building Block (ABB)	A constituent of the architecture model that describes a single aspect of the overall model.
Architecture Development Method (ADM)	The core of TOGAF. A step-by-step approach to develop and use an enterprise architecture
Architecture Domain	The architectural area being considered. There are four architecture domains within TOGAF: business, data, application, and technology.
Architecture Framework	A conceptual structure used to develop, implement, and sustain an architecture.
Architecture Principles	A qualitative statement of intent that should be met by the architecture. Has at least a supporting rationale and a measure of importance.
Architecture Vision	A succinct description of the Target Architecture that describes its business value and the changes to the enterprise that will result from its successful deployment. It serves as an aspirational vision and a boundary for detailed architecture development.
Baseline	A specification that has been formally reviewed and agreed upon, that thereafter serves as the basis for further development or change and that can be changed only through formal change control procedures or a type of procedure such as configuration management.



Business Term	Definition
Budget / Plan	A general term that includes but is not limited to business cases, economic/profitability runs and capital/operating/G&A budgets.
Building Block	Represents a (potentially re-usable) component of business, IT, or architectural capability that can be combined with other building blocks to deliver architectures and solutions.  Building blocks can be defined at various levels of detail, depending on what stage of architecture development has been reached. For instance, at an early stage, a building block can simply consist of a name or an outline description. Later on, a building block may be decomposed into multiple supporting building blocks and may be accompanied by a full specification. Building blocks can relate to “architectures” or “solutions”.
Business Architecture	A description of the structure and interaction between the business strategy, organization, functions, business processes, and information needs.
Business Governance	Concerned with ensuring that the business processes and policies (and their operation) deliver the business outcomes and adhere to relevant business regulation.
Capability	An ability that an organization, person, or system possesses. Capabilities are typically expressed in general and high-level terms and typically require a combination of organization, people, processes, and technology to achieve. For example, marketing, customer contact, or outbound telemarketing
Chart of Accounts	A listing of the accounts available in the accounting system in which to record entries. The chart of accounts consists of balance sheet accounts (assets, liabilities, stockholders' equity) and income statement accounts (revenues, expenses, gains, losses)



Business Term	Definition
Concerns	The key interests that are crucially important to the stakeholders in a system, and determine the acceptability of the system. Concerns may pertain to any aspect of the system's functioning, development, or operation, including considerations such as performance, reliability, security, distribution, and evolvability.
Constraint	An external factor that prevents an organization from pursuing particular approaches to meet its goals. For example, customer data is not harmonized within the organization, regionally or nationally, constraining the organization's ability to offer effective customer service.
Contract	A binding agreement between two or more parties for the purpose of defining essential terms and conditions of any business relationship, but for the purpose of this definition does not include Oil and Gas Leases.
Cost Center	Cost Center is where costs are separately accumulated or allocated, and for which someone has formal organizational responsibility.
Data Architecture	A description of the structure and interaction of the enterprise's major types and sources of data, logical data assets, physical data assets, and data management resources.
Deliverable	An architectural work product that is contractually specified and in turn formally reviewed, agreed, and signed off by the stakeholders. Deliverables represent the output of projects and those deliverables that are in documentation form will typically be archived at completion of a project, or transitioned into an Architecture Repository as a reference model, standard, or snapshot of the Architecture Landscape at a point in time.



Business Term	Definition
Division of Interest	A Division of Interest is a list of interest owners and their respective decimal interests in a property created to define in detail the way interests in the property are owned, costs shared, and royalties or revenues distributed among Business Associates. Each Division of Interest (working interest, revenue interest, etc.) is known as an "interest deck" for accounting purposes. If the Division of Interest values or roles change, a new interest deck must be created.
Employee / Contractor	An employee is a person hired on a full-time or part-time basis to do a specific "job". The term employee refers to a specific defined relationship between an individual and a corporation. An independent contractor is a natural person, business, or corporation, which provides goods or services to another entity under terms specified in a contract or within a verbal agreement. Unlike an employee, an independent contractor does not work regularly for an employer but works as and when required, during which time she or he may be subject to the Law of Agency.
Enterprise	The highest level (typically) of description of an organization and typically covers all missions and functions. An enterprise will often span multiple organizations.
Field	Identifies the geographical area defined for administrative and legal purposes. The Field name refers to the surface area, although at times it may refer to both the surface and the underground productive zones. An area consisting of a single Reservoir or multiple Reservoirs all grouped on, or related to, the same individual geological structural feature and/or stratigraphic condition. See: administrative field, regulatory field.



Business Term	Definition
Foundation Architecture	Generic building blocks, their inter-relationships with other building blocks, combined with the principles and guidelines that provide a foundation on which more specific architectures can be built.
Gap	A statement of difference between two states. Used in the context of gap analysis, where the difference between the Baseline and Target Architecture is identified.
General Ledger	The general ledger is a collection of the group of accounts that supports the items shown in the major financial statements. It is built up by posting transactions recorded in the sales daybook, purchases daybook, cashbook and general journals daybook. The general ledger can be supported by one or more subsidiary ledgers that provide details for accounts in the general ledger.
Governance	The discipline of monitoring, managing, and steering a business (or IS/IT landscape) to deliver the business outcome required.
Information	Any communication or representation of facts, data, or opinions, in any medium or form, including textual, numerical, graphic, cartographic, narrative, or audio-visual forms.
Information Technology (IT)	<ol style="list-style-type: none"> <li>1. The lifecycle management of information and related technology used by an organization.</li> <li>2. An umbrella term that includes all or some of the subject areas relating to the computer industry, such as Business Continuity, Business IT Interface, Business Process Modeling and Management, Communication, Compliance and Legislation, Computers, Content Management, Hardware, Information Management, Internet, Offshoring, Networking, Programming and Software, Professional Issues, Project Management, Security, Standards, Storage, Voice and Data Communications. Various countries and industries employ other umbrella terms to describe this same collection.</li> <li>3. A term commonly assigned to a department within an</li> </ol>



Business Term	Definition
	organization tasked with provisioning some or all of the domains described in (2) above.  4. Alternate names commonly adopted include Information Services, Information Management, et al.
Inventory	Inventory is a list of goods and materials, or those goods and materials themselves, held available in stock. In accounting inventory is considered an asset.
Legal Entity	In the context of accounting and finance, a legally organized business entity which seeks to sustain profitable activities. Depending on the nature of the business, it may be geared towards maximizing profit, or towards generating a reasonable rate of return. It is an organizational unit for which financial statements must be created.
Logical	An implementation-independent definition of the architecture, often grouping related physical entities according to their purpose and structure. For example, the products from multiple infrastructure software vendors can all be logically grouped as Java application server platforms.
Metadata	Data about data, of any sort in any media, that describes the characteristics of an entity.
Metamodel	A model that describes how and with what the architecture will be described in a structured way.
Method	A defined, repeatable approach to address a particular type of problem.
Methodology	A defined, repeatable series of steps to address a particular type of problem, which typically centers on a defined process, but may also include definition of content.
Model	A representation of a subject of interest. A model provides a smaller scale, simplified, and/or abstract representation of the subject matter. A model is constructed as a “means to an end”. In the context of enterprise architecture, the subject matter is a whole or





Business Term	Definition
	part of the enterprise and the end is the ability to construct “views” that address the concerns of particular stakeholders; i.e., their “viewpoints” in relation to the subject matter.
Model / Simulation	A general term to include the results of studying the nature of something or of determining its essential features and their relations. Includes models, simulations and other forms of interpretations.
Modeling	A technique through construction of models which enables a subject to be represented in a form that enables reasoning, insight, and clarity concerning the essence of the subject matter.
Nomination / Allocation	In the context of Midstream & Marketing, Nomination/Allocation includes information used in reserving space to move product through pipelines or other facilities.
Objective	A time-bounded milestone for an organization used to demonstrate progress towards a goal; for example, “Increase Capacity Utilization by 30% by the end of 2009 to support the planned increase in market share”.
Physical	A description of a real-world entity. Physical elements in an enterprise architecture may still be considerably abstracted from Solution Architecture, design, or implementation views.
Pipeline	A pipeline is a conduit made from pipes connected end-to-end for long-distance fluid transport.
Production	Produced, processed, purchased or sold fluids, liquids and gasses, within multiple businesses, regulatory and operational contexts. Can either be derived from an underground Reservoir, Production Related Facilities, or purchased for a specific use. Also referred to as product.
Production Related Facility	Equipment related to the Production, gathering, processing, or transportation of hydrocarbons. Includes pipelines, batteries, meters, compressor stations, processing plants, injection facilities, and fractionation.



Business Term	Definition
Prospect	A subsurface feature or area designated for the potential drilling of Development or Exploratory Wells.
Reference Model (RM)	A reference model is an abstract framework for understanding significant relationships among the entities of [an] environment, and for the development of consistent standards or specifications supporting that environment. A reference model is based on a small number of unifying concepts and may be used as a basis for education and explaining standards to a non-specialist. A reference model is not directly tied to any standards, technologies, or other concrete implementation details, but it does seek to provide common semantics that can be used unambiguously across and between different implementations.
Regulatory Approval / Filing	A general term that includes various types of notification to and from governmental and regulatory bodies such as licenses, application approvals and filings.
Repository	A system that manages all of the data of an enterprise, including data and process models and other enterprise information. Hence, the data in a repository is much more extensive than that in a data dictionary, which generally defines only the data making up a database.
Requirement	A statement of need that must be met by a particular architecture or work package.
Reserves	The estimated volumes of crude oils, natural gases and other petroleum substances found to naturally occur in subsurface accumulations, which are anticipated to be commercially recovered from a given date forward. Reserves are categorized by a system of reserve classifications defining the status (developed or undeveloped) and uncertainty, (proved, probable, possible).
Reservoir	A Reservoir is a porous, permeable, and producible subsurface formation that contains oil or gas and is surrounded by rock or a



Business Term	Definition
	water level that separates the oil or gas contents from other Reservoirs.
SCADA / Measurement	SCADA are centralized systems which monitor and control sites, or complexes of systems spread out over large areas. Measurement can be automated or manual.
Seismic Acquisition	Seismic acquisition includes various parameters used during field acquisition for a seismic segment or group of segments.
Seismic Interpretation	This is the function of interpreting seismic line information that will show or highlight potential oil & gas reservoirs or drilling targets.
Seismic Processing	This function includes processing the raw seismic trace data with a variety of algorithms that are available to the industry. As technology advances, re-processing can and does occur frequently.
Seismic Transaction	This is the buying and selling of seismic data between two business associates. Business associates can be seismic brokerage companies or oil & gas companies.
Solution Architecture	A description of a discrete and focused business operation or activity and how IS/IT supports that operation. A Solution Architecture typically applies to a single project or project release, assisting in the translation of requirements into a solution vision, high-level business and/or IT system specifications, and a portfolio of implementation tasks.
Solution Building Block (SBB)	A candidate solution which conforms to the specification of an Architecture Building Block (ABB).
Spatial	Geographic and other location information for surface and sub-surface description of any object that occupies an area. The surface description may be stated in terms of a legal survey system, metes and bounds or polygon. A Graphical Information System (GIS) uses and displays spatial information.



Business Term	Definition
Stakeholder	An individual, team, or organization (or classes thereof) with interests in, or concerns relative to, the outcome of the architecture. Different stakeholders with different roles will have different concerns.
Strategic Architecture	A summary formal description of the enterprise, providing an organizing framework for operational and change activity, and an executive-level, long-term view for direction setting
Support Facility	A support facility provides operational support for activities. These facilities may include roads, transmission towers, airstrips, vessels, docks and so on.
Surface Rights	A right by way of fee title ownership, lease, permit, license or other form of written agreement that provides for access to the surface of a particular area of land or right of way (easement) and which may contain restrictions and conditions of operation. Typically surface or right of way agreements (easements) are for drilling and mining operations, laying of pipelines, construction of power lines and the construction of roads, quarries, docks, compressors, plants, water disposal or supply and storage facilities and other above ground appurtenances.
Target Architecture	The description of a future state of the architecture being developed for an organization. There may be several future states developed as a roadmap to show the evolution of the architecture to a target state.
Tax	A tax is a financial charge or other levy imposed by a governmental or regulatory authority.
Technology Architecture	A description of the structure and interaction of the platform services, and logical and physical technology components.
Trading / Marketing	In the context of Midstream & Marketing, Trading/Marketing includes information used for the financial or physical trading and/or



Business Term	Definition
	marketing of product.
Transition Architecture	A formal description of one state of the architecture at an architecturally significant point in time. One or more Transition Architectures may be used to describe the progression in time from the Baseline to the Target Architecture.
View	The representation of a related set of concerns. A view is what is seen from a viewpoint. An architecture view may be represented by a model to demonstrate to stakeholders their areas of interest in the architecture. A view does not have to be visual or graphical in nature.
Viewpoint	A definition of the perspective from which a view is taken. It is a specification of the conventions for constructing and using a view (often by means of an appropriate schema or template). A view is what you see; a viewpoint is where you are looking from – the vantage point or perspective that determines what you see.
Well Downhole	This includes the various types of tests that are run to help determine if the target zone was hit and how economic it is. These tests include electronic logging, fluid tests, potential production tests, rock chip analysis as well as core sampling.
Well Header	This contains singular or general information about a 'cylindrical hole created by a drill bit' or well. A well may consist of one or more wellbores, depending on the context. Wells are identified by a unique identifier called a UWI or Unique Well Identifier.
Well Operation	This is the series of steps that are done down the physical well hole. It includes drilling and completing the initial bore in addition to going back in and re-completing for a different potential zone.
Well Status	Well Status includes an historical account of the operating status of the wellbore. Described is the actual status of the wellbore on a specific date. The information may include the dates when the well was completed, produced oil/gas, injected, or abandoned.



# LEARN FROM ANYWHERE

100%  
Satisfaction  
Guaranteed

## @home

Live-Virtual instructor led training

## @cte

Attend in one of our training centres

## @work

Onsite and customized to your environment



## Training with impact

### TECHNICAL

Microsoft  
VMware  
Cloud Computing  
IT and Cyber Security  
CompTIA  
Java Programming-  
Languages  
Novell  
UNIX

### MANAGEMENT

TOGAF  
Enterprise Architecture  
ITIL  
COBIT  
Agile and Scrum  
Business Analysis  
Project Management

### BUSINESS

Change Management  
Communication Skills  
Leadership Skills  
Negotiation Skills  
Problem Solving Skills  
Facilitation Skills  
and **many more...**