

Activity Owner's Manual

When logged on into IAP portal as an activity owner, it means your profile was never defined in the application, but you are able to raise a change request.

If you have raised a change request previously, the list of request you have raised will be listed as shown in figure 1 below, else your change request in-tray will be empty.

The screenshot shows the IAP portal interface. At the top, there's a navigation bar with 'Integrated Activity Planning' and 'Help'. Below it, a yellow banner contains 'My Change Requests', 'Approved Change Requests', and 'Fill Change Control Form'. The main content area is titled 'My IAP Requests' and displays a table of requests. On the left, there's a sidebar with 'Application Help & Guides' (a question mark icon) and 'Support Contacts' (a list of names and phone numbers).

Request Number	OU	Location	Area	Plan Type	Originator	Request Date	Status	...
MT-IAP000253	SPDC	IMO_RIVER1_FS	EL1	Facility Shutdown	Isaac , Bejide	30/11/2011	IAP Planner yet to approve request	View Status Edit
MT-IAP000254	SPDC	AGBADA1_FS	EL1	Preventive Maintenance	Isaac , Bejide	30/11/2011	IAP Planner yet to approve request	View Status Edit
MT-IAP000336	SPDC	IMO_RIVER1_FS	EL1	Facility Shutdown	Isaac , Bejide	24/07/2012	IAP Planner yet to approve request	View Status Edit

Figure 1: Activity Owner Change request lists.

1. Create New Change Request

To create a new change request, hover your mouse on Integrated Activity Planning menu, then click on Fill change request control form menu as shown in figure 1 above.

The screenshot shows the 'Request Change Form' with various input fields and sections. The 'Originator' field is filled with 'Isaac , Bejide'. The 'IAP Planner' dropdown is set to 'Select IAP Planner'. The 'Request Number' field is empty. Below this is a 'Schedule Original' section with 'From' and 'To' date pickers. To the right is a 'Required Parameters' section with dropdowns for 'OU', 'Area', 'Location', 'Reference Plan', 'Change Type', 'Plan Type', and a 'WO NO' field. On the far right, there's a 'Request Plan' section with input fields for 'Gain VOL(Mbopd)', 'Loss VOL(Mbopd)', 'GainVOL(MMscfpd)', 'LossVOL(MMscfpd)', 'Savings(F\$)', and 'Extra Cost(F\$)'. At the bottom, there are 'Submit', 'Clear', and 'Close' buttons.

Figure 2: Create a change request.

Enter your data into the form above and click submit.

An email will be automatically sent to the selected IAP planner for further process.

- To view the approval progress of your request, click on View Status as shown in figure 1 above. Figure 3 below comes up. Click each tab to view respective comments.

Change Request		IAP Planner Functional Representatives Production Asset Representative	
Request Number:	MT-IAP000254	Change Review Board	
OU:	SPDC	IAP Planner's Comment	
Location:	AGBADA1_FS	IAP Planner: Ufot, Dennis	
Project Activity:	vdvafvdf	Date:	30-NOV-2011
Area:	EL1	Date Reviewed:	
Plan Type:	Preventive Maintenance	Received:	
Reference Plan:	March-2011 MT-IAP	Comment:	
Change Type:	ADDITION		
WO NO:	4565		
Originator:	Isaac, Bejide		
Request Date:	30/11/2011		
Proposal:	fdbadfbfdbf bfbafdbdf		
Impact:	38		
Benefit:	fdbvfbvdasfb		
Risk:	fdbdfbdf bfbfbsrb		
Primavera Activity ID:	7689		
Request Plan			
Plan Cost:	89	New Cost:	
Gain		Loss	
Plan VOL (mbopd):	34	Plan VOL (mmcfpd):	67

Figure 3: Change Request Approval progress status.

- To Edit your change request click on the Edit link button against the request you want changed as shown in figure 1 above. The change request will be called up and you can make your changes as desired.
- To view approved change request, click on Approved Change Request on the Integrated Activity Planning menu in figure 1 above.

Approved IAP Change Requests												
Request Number	OU	Area	Location	Plan Type	Plan Issue	Change Type	Originator	Request Date	Status
MT-IAP000253	SPDC	EL1	IMO_RIVER1_FS	Facility Shutdown	December-2010 MT-IAP	ADDITION	Isaac, Bejide	30/11/2011	Approved	View Status	View Report	

Figure 4: List of approved change requests

Here you can generate report by clicking on the “View Report” link button in figure 4 above.

SPDC Integrated Activity Plan Change Request Form	
CHANGE REQUEST NOS: MT-IAP000253	APPROVAL STATUS: APPROVED
OU: SPDC	Activity TYPE: Facility Shutdown
AREA: EL1	Reference Plan: December-2010 MT-IAP
LOCATION: IMO_RIVER1_FS	CHANGE TYPE: ADDITION
PROJECT ACTIVITY: bfbgwg	WO NO: 89888
ORIGINATOR: Isaac, Bejide	PRIMAVERA ID: 34
REQUEST DATE: 30-NOV-2011	
Deferment (Mbopd): 20	Gain (Mbopd):
Deferment (MMcfpd): 40	Gain (MMcfpd):
Additional Cost: 577	Cost Saving:

Figure 5: Sample IAP Report

Select a format, Excel or PDF, click on Export to export your report to the desired format.