

From: O'Bryan, Patrick L
Sent: Tue Mar 30 20:17:04 2010
To: Skelton, Cindi K
Subject: MoC Handover - Jackson to Skelton.doc
Importance: Normal
Attachments: MoC Handover - Jackson to Skelton.doc
Attachments: MoC Handover - Jackson to Skelton.doc

Cindi,

I've put together a brief MOC for transferring Curtis Jackson to you. I'm not sure it needs to be a very detailed MOC between you and I under the circumstances. I know Curtin and Brad have worked a more detailed MOC which appropriate. Let me know if you want more detail added. I'm headed to Houma this afternoon so I can work it when I arrive tonight if needed.

Thanks,
Pat

EXHIBIT #	2508
WIT:	

GULF OF MEXICO ORGANIZATIONAL MOC

APPROVE: Review job transition checklist before signing and submitting for closeout by incumbent(s) and recipient(s).

Current Manager/Team Leader

Signature & Date

Comments:

The purpose of this MoC is to formalize the handover of supervisory and leadership responsibility of GoM SPU HSSE from the D&C VP to the HSSE and Engineering VP.

In the current organization, this means that Curtis Jackson, GoM HSSE Director will now report to Cindi Skelton, GoM HSSE and Engineering VP instead of Pat O'Bryan, GoM D&C VP.

This MoC will focus only on the responsibilities being transferred. For a complete view of the responsibilities of any of these roles, please refer to the appropriate Roles and Responsibilities document.

Incumbent(s)

Signature & Date

Recipient(s)

Signature

Pat O'Bryan

Cindi Skelton

Comments:

JOB TRANSITION AND HANDOVER ASSURANCE

DIRECTIONS

Each employee that will release responsibility and accountability for a job function should **complete this Job Transition and Handover Assurance Form**. The purpose of this form is to assure a safe and seamless job transition and to certify that accountabilities and expectations are clear and communicated to all involved and that all performance obligations are fulfilled.

The Form

This form is divided into the categories shown below with questions as prompts to help ensure a complete transition. When an item may seem to fit under more than one category, simply choose the category that seems to work best. The priority is to ensure items are captured – not to be absolutely certain that the item is in the “right” category. Also, the prompt questions are to assist with handover preparation, it is not expected that all questions be answered as some simply may not apply. Please list all relevant information and place any relevant links / attach any documents under the Links / Documents column.

- Accountabilities & Expectations
- Transition Process
- Business Risks and Critical Areas of Focus
- HSSE & Crisis Management
- Information transfer
- People & Organization
- Performance Monitoring & Reporting
- External Relationships
- Communication

Process Steps

1. Incumbent employee to handover duties completes applicable sections of this form.
2. Incumbent employee handing over duties and the “Receiver” discuss the transitioning duties using this form as a tool.
3. When all handover items are complete, the incumbent employee signs the form to certify successful transfer of the job function and effective communication with the receiving employee.
4. The Receiving employee(s) should review and show concurrence by initialing beside their name where it appears on the form.
5. The Team Leader/Manager of the incumbent employee should sign the form indicating their agreement that the handover is complete.
6. **IMPORTANT: ALL EMPLOYEES REMAIN IN THEIR CURRENT ROLES UNTIL THE FUNCTIONAL VP ANNOUNCES THE “GO-LIVE” DATE**

Key job responsibilities and files require hand over for business continuity. To ensure that this happens effectively, please arrange a time as soon as possible to transfer these key responsibilities and files to the appropriate individuals. Your hand-over meeting and this sheet need to be completed prior to the transfer of job responsibility.

From:	Pat O'Bryan	Current Job Title:	VP, GoM D&C
To:	Cindi Skelton	Future Job Title:	VP, GoM HSSE and Engin
To:		Future Job Title:	

Key Responsibilities / Issues	Frequency / Timing	List Interfaces	Name of Receiving Employee
<ul style="list-style-type: none"> What is your personal safety plan and do any relevant activities need to be handed over? 			
Information Transfer Refer to the questions below as prompts on what type of information to provide. Depending upon the situation, not appropriate or need to be answered. Add additional lines to the table as needed.			
<ul style="list-style-type: none"> Have you handed over all required information necessary to do your job including, documents, activity logs, electronic files, and other 			
People & Organization – for those with direct reports Refer to the questions below as prompts on what type of information to provide. Depending upon the situation, not all questions may be appropriate or need to be answered. Add additional lines to the table as needed.			
<ul style="list-style-type: none"> What are the roles and accountabilities for the team leads/ members? What are the concerns within and about the team, such as culture, morale, staffing issues, cross-business/ team issues and people back? What commitments to people in your team, which may require the receiver's support? What are the agreed development plans for people on your team? What level of change will occur to the team that is currently in place (i.e. changing number of roles and changing people in roles)? Because of this transition, are there people on the team whose role will change as a consequence of your transition? Who are they and What background information do you need to convey to prepare the receiver for any upcoming performance evaluations? Have you reviewed any special accountability that the receiver may need to assume for your team not apparent from role, job description? 			
Transition Curtis Jackson to Cindi Skelton	April 2010	HSSE Director	Patrick O'Bryan
Performance Monitoring & Reporting Refer to the questions below as prompts on what type of information to provide. Depending upon the situation, not all questions may be appropriate or need to be answered. Add additional lines to the table as needed.			
<ul style="list-style-type: none"> Are there applicable parts of your performance contract that should be reviewed with the receiver? What are any concerns about possible deviations from current year Performance Contract or performance objectives? Have you reviewed documents which outline key performance management metrics and reports on which you relied? What are the obligations regarding reporting of business information & performance reporting for the BU (i.e. monthly GFOs, HSE in 			
External Relationships Refer to the questions below as prompts on what type of information to provide. Depending upon the situation, not all questions may be appropriate or need to be answered. Add additional lines to the table as needed.			
<ul style="list-style-type: none"> What key external relationships will the receiver inherit? What is the transition process for each of these? 			

Key Responsibilities / Issues	Frequency / Timing	List Interfaces	Name of Receiving Employee
Communication Refer to the questions below as prompts on what type of information to provide. Depending upon the situation, not all questions need to be answered. Add additional lines to the table as needed.			
<ul style="list-style-type: none"> Whose accountabilities are changing as a result of this transition and have they been informed? Have you reviewed critical communication activities outlining what should be communicated to which stakeholder, when, by whom and to whom (e.g., customers, government contacts, partners, suppliers, local communities, relevant BP employees, other...)? What critical communication activities have you and your team relied upon, including any regular meetings, their role, meeting objectives? 			