

Team Charter – Simulation (draft)

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1. Team Name

Construction and Turnaround Simulation

2. Context/Purpose.

The team has been formed to manage and coordinate the

- Demonstrating of Best Practices(BPs) through actual projects in Alberta (and outside Alberta where appropriate)
- Selection of BPs from the BP Handbook and sort them in priority order
- Assist in the rolling out and implementation of the selected BPs

3. Team Mission

The PAAD vision is: The Alberta Energy Industry will be twice as safe, twice as productive and internationally competitive by 2020

The PAAD Strategic Intent is: PAAD will facilitate industry improvement in Alberta on project delivery with a lead-by-example approach; demonstrating and implementing self-developed and published best practices using a large network with representation from all levels of the project delivery value chain. PAAD will also align other initiatives into a large collaborative initiative

The team mission is: To demonstrate and implement the construction and turnaround simulation best practice using a large network with representation from all levels of the project delivery value chain.

4. Key results

The PAAD key results for 2017 are to deliver:

- 1 More Best Practice Demonstration
- 4 More Best Practice Selections
- 3 More Best Practice Implementations

The Working Group Team Key results for 2017 are:

- Demonstrate the benefits of construction and turnaround simulation

5. Team Member Skill Inventory

The team members bring the following skills and experiences to the working group:

E.g.
SME in the BP
Facilitation
Presentation

Team Member	Skills and Experience in the context of the Working Group
David Harmata - Teck	
Yogesh Srivastava- Intergraph	
Ron Heigh – Supreme Steel	
Mike Teshima - Suncor	
Construction rep - TBA	
Turnaround rep- TBA	
Ron Genereaux - Sponsor	
Caitlin Marshall – PAAD PM	

6. Authority and Boundaries.

The working group team recommend the demonstration plan(s) to the founders with a justification. After receiving approval implement the demonstration project(s).

7. Agree Ground Rules for meetings and ways of working

PAAD Strategic Plan cycle is as follows:

November	February	May	August-Sept
Review Strategic Plan Review Value Created so far Check risks against plan Monthly Progress Reports	Review Strategic Plan Review Value Created so far Check risks against plan Monthly Progress Reports	Review Business Plan Review Strategic Plan Review Value Created so far Check risks against plan Monthly Progress Reports	Budget Approval Strategic Plan Approval YEAR REVIEW Check risks against plan Monthly Progress Reports

The working group will formally meet as follows: **This will be established during the kick off meeting of the Simulation Working Group**

Meeting date / time/ Location /	Key agenda items
October Date: Time: Location: Format: (Face to face; webinar; telephone)	<ol style="list-style-type: none"> 1. Review the proposed PAAD Strategic plan for the next financial year 2. Review latest version of the BP handbook 3. Select the BP to implement for the next financial year 4. Draft the main points of the marketing plan
January	<ol style="list-style-type: none"> 1. Review the marketing plan prepared by PAAD PM 2. Approve the implementation team 3. Approve the action plan of implementation
April	<ol style="list-style-type: none"> 1. Review progress with the marketing plan 2. Decide on supportive/corrective actions
August	<ol style="list-style-type: none"> 1. Review progress with the marketing plan 2. Decide on supportive/corrective actions

Ground Rules

Team members will

- attend each meeting or will send a delegate
- Complete their assignments on time
- Support the marketing of the selected BPs
- Support the implementation plan agreed to in the working group meetings

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8. Composition and Individual Team Roles

The different roles that members of the team will take on to support the Working Group in achieving the Key Results are as follows:

Team Member	Role
	Leader & Chairperson
	Participate and vote on selecting the Best Practice(BP) to implement Review and update the draft BP Present/Support the marketing and implementation of the BP
Caitlin Marshall	Scribe/Secretary Drafting the Best Practice(BP) Solicit input from the team members Finalize and publish the BP
Pieter Diedericks	Review and update the draft BP Present/Support the marketing and implementation of the BP

9. Critical Success Factors

- Team members attend all meetings
- Select a key BP to implement
- Timely input to Marketing Plan
- Availability of SME team members to fulfil roles as agreed to in the Marketing Plan/Implementation Plan