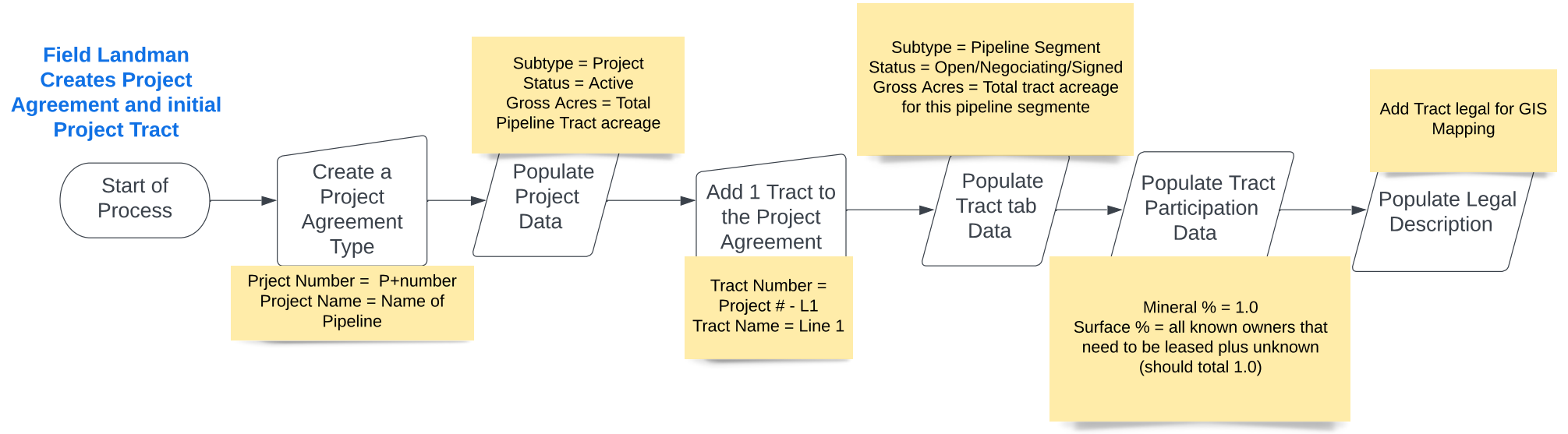
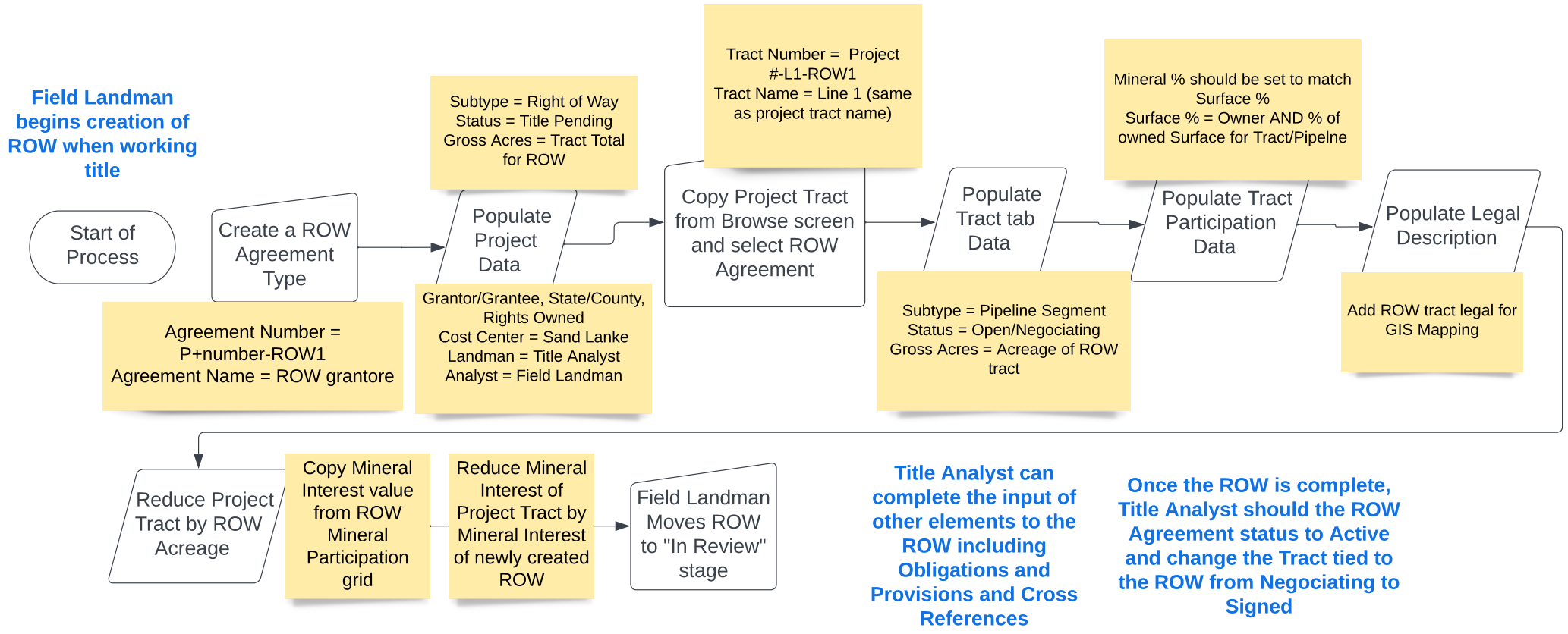

Field Landman Creates Project Agreement and initial Project Tract
Start of Process
Create a Project Agreement Type
Prject Number = P+number
Project Name = Name of Pipeline
Populate Project Data
Subtype = Project
Status = Active
Gross Acres = Total Pipeline Tract acreage
Add 1 Tract to the Project Agreement
Tract Number = Project # - L1
Tract Name = Line 1
Populate Tract tab Data
Subtype = Pipeline Segment
Status = Open/Negociating/Signed
Gross Acres = Total tract acreage for this pipeline segmente
Populate Tract Participation Data
Mineral % = 1.0
Surface % = all known owners that need to be leased plus unknown (should total 1.0)
Populate Legal Description
Add Tract legal for GIS Mapping


Field Landman begins creation of ROW when working title
Start of Process
Create a ROW Agreement Type
Agreement Number = P+number-ROW1
Agreement Name = ROW grantore
Populate Project Data
Subtype = Right of Way
Status = Title Pending
Gross Acres = Tract Total for ROW
Grantor/Grantee, State/County, Rights Owned
Cost Center = Sand Lanke
Landman = Title Analyst
Analyst = Field Landman
Copy Project Tract from Browse screen and select ROW Agreement
Tract Number = Project #-L1-ROW1
Tract Name = Line 1 (same as project tract name)
Populate Tract tab Data
Subtype = Pipeline Segment
Status = Open/Negociating
Gross Acres = Acreage of ROW tract
Populate Tract Participation Data
Mineral % should be set to match Surface %
Surface % = Owner AND % of owned Surface for Tract/Pipelne
Populate Legal Description
Add ROW tract legal for GIS Mapping
Reduce Project Tract by ROW Acreage
Copy Mineral Interest value from ROW Mineral Participation grid
Reduce Mineral Interest of Project Tract by Mineral Interest of newly created ROW
Field Landman Moves ROW to "In Review" stage
Title Analyst can complete the input of other elements to the ROW including Obligations and Provisions and Cross References
Once the ROW is complete, Title Analyst should the ROW Agreement status to Active and change the Tract tied to the ROW from Negociating to Signed