



PM273: Petroleum Project Management Training

Training Description:

The oil & gas industry is notorious for being unsettled and subject to sharp fluctuations in the price of oil & gas. Huge flexibility and resilience coupled with effective risk management are required to plan and deliver projects and programmes in this volatile industry. While Exploration & Production (E & P) are a critical part of the oil & gas industry, nevertheless, without an effectively implemented project/programme management methodology, oil & gas projects/programmes hit snags, delays and incur extra expenditure.

Training Objectives:

By the end of the training, participants will be able to increase/improve their:

- ✓ Ability to more accurately define scope of work and costs
- ✓ Commercial and Project Management (PM) awareness
- ✓ Handling smaller Projects vs. larger projects
- ✓ Communication and reporting skills
- ✓ Problem avoidance and solving skills
- ✓ Risk analysis and management skills
- ✓ Leadership and motivation skills for work force
- ✓ Dealings with vendors, inspectors and contractors
- ✓ Dealings with changes, variation orders and claims
- ✓ Handling of 'scope of work creep' and going over time and budget
- ✓ Knowhow – how to avoid costly mistakes
- ✓ Knowhow – how to deliver on time and budget
- ✓ Knowhow – how to save your company 6-figure sums
- ✓ Knowhow and resume and get promoted

Training Designed for:

This course is intended for technical/discipline engineers, project engineers, team leaders, project office staff, project coordinators, project estimators, project planners, project managers, programme managers, IT managers, risk managers, compliance managers, change managers, chief executive officers, chief marketing officers, chief operation officers, chief financial officers, finance managers, facilities' managers, health & safety managers, quality and reliability managers, production managers, accountants and auditors.

Training Requirement:

"Hand's on practical sessions, equipment and software will be applied during the course if required and as per the client's request."

Contents can be adapted to your specific wishes. It is therefore possible to focus on specific modules of the training course as per client's learning needs and objectives. Further, it should be forwarded to us a month prior to the course dates.

Training Program:

DAY ONE:

❖ OVERVIEW OF THE OIL & GAS INDUSTRY

- Background and development of the oil & gas industry
- New innovative techniques to explore and produce oil & gas
- Major challenges and risks in the oil & gas industry
- How to effectively analyse and manage these risks
- The difference between project management and programme management
- Interaction between contract management and project/programme management
- Video
- Case study/Example
- Exercise

DAY TWO:

❖ PROJECT/PROGRAMME SCOPE OF WORK AND PLANNING

- How to scope an oil & gas project/programme and its deliverables
- How to plan and schedule an oil & gas project/programme
- Estimation of CTR – Cost, Time, Resource to deliver results
- More about CTR – part 2
- WBS – Work Breakdown Structure
- Roles & responsibilities of project/programme personnel
- Video
- Case study/Example
- Exercise

DAY THREE:

❖ PROJECT/PROGRAMME PROGRESS REPORTING AND COMMUNICATION

- What is included in project/programme quality and productivity
- How to measure project/programme quality and productivity
- What is earned value and WIP – Work in Progress (percentage complete)
- What are project/programme communications and what they include
- What are project/programme progress reports and what they include
- How do progress reports interact with communications?
- Video/Case study/Example
- Exercise

DAY FOUR:

❖ PROJECT/PROGRAMME PROCESSES

- What is project documentation and what it includes
- What is configuration management in project/programme management
- What are Project/Programme procedures and what they include
- Project/Programme SLA – Service Level Agreement
- The central role of PMO – Project/Programme Management Office
- More about the central role of PMO – part 2
- Video/ Case study/Example

- Exercise

DAY FIVE:

❖ PROJECT/PROGRAMME CHANGE CONTROL AND COMPLETION

- Project/Programme terminology and data dictionary in practice
- Project/Programme change control and RFC – Request for Change
- Impact analysis and implications of RFC – approval/rejection
- Project/Programme completion, commissioning, testing and handover
- Training of personnel in the products delivered by the Project/Programme
- Post mortem and lessons learnt after project/programme completion
- Video/Case study/Example
- Exercise

❖ Course Conclusion

❖ POST-ASSESSMENT and EVALUATION

Training Methodology:

This interactive training course includes the following training methodologies as a percentage of the total tuition hours:

- 30% Lectures, Concepts, Role Play
- 70% Workshops & Work Presentations, Techniques, Based on Case Studies & Practical Exercises, Gamification, Software & General Discussions
- Pre and Post Test

Training Certificate(s):

CMCT Internationally recognized certificate(s) will be issued to each participant who completed the course.

Training Fees:

TBA as per the course location - This rate includes participant's manual, hand-outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Note: The 5% VAT (Value Added Tax), will be effective starting 01st of January 2018 as per the new regulation from the UAE Government. The VAT applies for all quotation both for local and abroad.

Training Timings:

Daily Timings:

07:45 - 08:00	Morning Coffee / Tea
08:00 - 10:00	First Session
10:00 - 10:20	Recess (Coffee/Tea/Snacks)
10:20 - 12:20	Second Session
12:20 - 13:00	Recess (Prayer Break & Lunch)
13:00 - 14:00	Last Session

For training registrations or in-house enquiries, please contact:

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