Project Management for the Oil and Gas Industry

16 - 27 Jul 2018, Vienna
05 - 16 Nov 2018, London
Introduction

Working within the Oil & Gas industry provides a complex project environment that throws up its own particular project management challenges. This detailed and integrated GLOMACS Project Management for the Oil and Gas Industry training seminar will assist anyone in the industry to make better decisions on projects, whether they are involved in project selection, management, or leading aspects of projects. This GLOMACS training seminar provides the opportunity for hands-on experience using industry project case studies – and follows one current offshore project example from the cradle to the grave.

This interactive GLOMACS Project Management for the Oil & Gas Industry training seminar provides participants with the skills required to deliver projects effectively, from decision-making concepts used by business development and commercial departments, through to FEED and into planning & delivery.

This GLOMACS training seminar focuses on industry best practice Project Management examples merged into practical instruction. Digging deep into tried and tested processes and tools, in order to best support the likelihood of future projects achieving their desired results and benefits delivered by the project.

This 10-day GLOMACS Project Management for the Oil & Gas Industry training seminar has been designed as a roadmap to ensure that the reasoning behind project selection is understood. When we combine that with the development of skills in detailed planning, organising and execution delivery, and closing out the project successfully, we really are looking to progress our project management career with confidence.

Key areas covered include:

- Understand the contextual considerations for project delivery within the Oil & Gas industry
- Learn about the Project Sanctioning and approval Process (PSAP)
- Understand structural and systematic aspects of project planning and execution that can be used
- Identify with and understand reasons for project failures and successes
- Relate to best practice project management philosophies and how they support project delivery
- Comprehend how project success is measured with emphasis on time, cost, benefit, value addition
- Gain familiarisation with project financing methods & Financial modelling
- Perform analytical techniques of project management using best-practice techniques
- Understand the need for the project manager to be leading and managing project teams

This GLOMACS training seminar will highlight:

- The need to undertake Front End Design & Survey in an Oil & Gas environment
- How to establish the key requirements necessary to support Oil & Gas project approval
- How Oil & Gas organisations ascertain the strategic fit and relevant options for project delivery
- The route to successful project integration and delivery
- The importance of leading and managing a successful project team

The training seminar is split into two modules:

**MODULE I** - Developing Project Strategy in the Oil and Gas Industry

**MODULE II** - Delivering Successful Projects within the Oil & Gas Industry

Each module is structured and can be taken as a stand-alone training course; however, delegates will maximise their benefits by taking Module 1 and 2 back-to-back as a two-weeks training course.

Objectives

This GLOMACS Project Management for the Oil & Gas Industry training seminar intends to guide successful project selection and delivery.

Criteria to be observed in generating the objectives:

- Identify with and manage stakeholders and communication needs in the Oil & Gas industry
• Maintain continuous project performance and delivery control
• Accurately estimate and allocate project costs and resources
• Compress or accelerate the schedule when required by adverse circumstances
• Develop a project close-out plan in line with expected success criteria

By the end of this GLOMACS training seminar, participants will learn to:
• Understand the importance of integrating scope, time, resources and cost management into a dynamic, manageable project management plan
• Systematically define, design, and integrate end-user requirements in the project
• Identify risk sources and learn how to mitigate potential risks and deal with uncertainty
• Develop project network diagrams for CPM and advanced PERT calculations to identify schedule and cost risks
• Develop a project recovery plan for budget and schedule overruns
• Produce clear and concise project progress reports
• Measure, forecast and control project performance by employing earned value techniques

Training Methodology

Participants to this GLOMACS Project Management for the Oil & Gas Industry training seminar will receive a thorough training on the subjects covered by the seminar outline with the instructor utilising a variety of proven adult learning teaching and facilitation techniques. Seminar methodology includes an insight into organisational decision methods and short and long-term strategy considerations. In addition, industry best practice project management performance and delivery tools and processes will be introduced and used as practice examples. This GLOMACS training course includes teamwork around an applicable case study, group discussion and critical analysis of actual projects.

This GLOMACS Project Management for the Oil & Gas Industry training seminar assumes prior knowledge of the fundamentals of the topics covered in the seminar, but they will be covered briefly to ascertain general understanding. New concepts and tools are introduced throughout the course to enable delegates to progress from the fundamental to the more advanced concepts and tools used within project management.

Organisational Impact

In the current challenging economic climate for the Oil and Gas Industry, the need to select appropriately and deliver projects successfully is immense and the ability to make correct decisions is a key skill to allow us to deliver within the given constraints, thus delivering profitable results to our organisation.

Personal Impact

The ability to deliver successful projects in such a complex environment is a core skill for project managers and all involved in delivering or leading packages of work. When carried out properly projects are more predictable, value delivery is enhanced and client satisfaction is increased. Understanding how and when key decisions can be made or particular activities support delivery is immense for anyone working in Oil & Gas projects.

Who Should Attend?

This GLOMACS training seminar is suitable to a wide range of professionals but will greatly benefit:
• Programme and Project Managers
• Senior related Project Support Managers
• Senior Management Decision Makers
• Commercial Management Personnel
• Project Lead Engineers
• Project Control and business services professionals who have the responsibility for planning and controlling project schedules and costs in client and contracting companies

The audience should be positioned to pursue and maintain competitive operational and business efficiency, revenue maximisation and profitability for the organisation.
DAY 1
Concepts of Project Management & Intricacies of Project Approval in Oil & Gas Industry
- Projects and Programmes
- Project Life Cycles and Stage Gates
- Project Sanctioning and Approval Process (PSAP) for the Oil & Gas Industry
- Development of the Strategic Project Business Case
- Project Identification – Awareness of Accountability of Project Ideas
- Exploratory Decision-analysis

DAY 2
Project Context for Oil & Gas Projects
- Appreciation of Macro-environment in relation to Project Choice
- Understand Who Stakeholders Are and How They May Impact Upon The Project
- Regulatory Framework, Institutional Factors and Infrastructure
- Project Feasibility Decision Makers
- Project Preparation & Planning Responsibilities

DAY 3
Project Financial Modelling and Project Leadership Skills
- Structuring Project Finance Deals
- Financing / Credit Risk Considerations for the Oil & Gas Project
- The Time Value of Money – How it applies to project finance?
- Yields and Rate of Return - Discounted Cash Flow (DCF) Analysis
- Build an Executive Leadership Style that guides the project toward greater performance and profit
- Understand the Project Organisation in a typical Oil & Gas project
- Project Manager – Unique Requirements

DAY 4
Identify Reasons for Project Failures & Prepare for Successful Delivery and Integration
- Understand Why some projects fail
- Gain an Understanding of Successful Projects and Analyse Reasons for Success
- Development of the Project Charter
- Define Success Criteria and KPI’s of an example Oil & Gas Project
- Capture Project Requirements
- Understand the Need for a Project Team Approach
- Importance of Communication in an Oil & Gas project
- Working Collaboratively

DAY 5
Development Project Stakeholder Relationships & Project Communication
- Identify and Plan to engage with the Project’s Key Stakeholders
- Creating Project Dashboards
- Presenting Decisions to the Project Board
- Recognising need for Project Recovery
- Control Decision-making
Seminar Outline

**DAY 6**

Preparing for Project Delivery
- Understand who the key stakeholders are and how they may impact upon the project
- Consider implications of unclear needs and expectations
- Understand the Project Success Criteria and How the Project will be measured as Successful
- Define the Project Requirements
- Develop the Scope – using product and work breakdown structures
- Utilise Relevant Techniques for Project Estimating

**DAY 7**

Project Planning - Schedule, Cost & Resources
- Develop a Network Diagram
- Developing the Precedence Network Diagram with Total and Free Float Calculations
- Develop a Gantt Chart – The Schedule Baseline
- Understand How to Estimate Project Cost Baseline
- Familiarise Yourself with Different Contract Types according to Risk Distribution
- Learn the Difference between Fixed Price & Cost-Plus Contracts
- Resource Allocation Algorithms for Resource Prioritisation
- Planning and Scheduling Limited Resources
- Options for Accelerating the Schedule and How to Deliver

**DAY 8**

Manage Risks & Resources
- Risk Management Process & Model
- Identifying Potential Risk Events Typical in an Oil & Gas project
- Understand Qualitative and Quantitative Analysis Techniques

**DAY 9**

Managing Project Changes while Maintaining Quality
- Managing Change in Projects
- Understanding the Best Practice Change Processes used in Projects
- Tracking the Project – Using Earned Value Management (EVM)
- Managing Variable Conditions - managing the tensions
- Learn about the Critical Chain and its Growing Popularity in the Oil & Gas Industry
- The Benefits of Utilising a Project Support Office
- Project Reviews
- Learn about Project Quality Management
- Differentiate between Quality Planning, Assurance & Control
- Understand How Quality Tools can be Used

**DAY 10**

Staying Focused, Delivering and Closing your Project
- Recognising the Operational Considerations that need to be Met and Prepared For
- Learn about Project Cost and Schedule Recovery Techniques Relevant to the Oil & Gas Industry
- The Implications of Late Recovery Practices
- Project Management Reporting
- Project Handover & Closure
- Lessons Learned
Project Management for the Oil and Gas Industry

REGISTRATION DETAILS

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<th>Code</th>
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TERMS AND CONDITIONS

- Fees – Each fee is inclusive of Documentation, Lunch and refreshments served during the entire seminar.
- Mode of Payment – The delegate has the option to pay the course fee directly or request to send an invoice to his/her company/ sponsor. Credit card and cheque payments are both acceptable.
- Cancellation / Substitution – Request for seminar cancellation must be made in writing & received three (3) weeks prior to the seminar date. A US$ 250.00 processing fee will be charged per delegate for each cancellation. Thereafter, we regret that we are unable to refund any fees due, although in such cases we would be happy to welcome a colleague who would substitute for you.
- Hotel Accommodation – is not included in the course fee. A reduced corporate rate and a limited number of rooms may be available for attendees wishing to stay at the hotel venue. Requests for hotel reservations should be made at least three (3) weeks prior to the commencement of the seminar. All hotel accommodation is strictly subject to availability and terms and conditions imposed by the hotel will apply.
- Attendance Certificate – a certificate of attendance will only be awarded to those delegates who successfully completed/ attended the entire seminar including the awarding of applicable Continuing Professional Education Units/Hours.
- Force Majeure – any circumstances beyond the control of the Company may necessitate postponement, change of seminar venue or substitution of assigned Instructor. The Company reserves the right to exercise this clause and implement such amendments.
- Fair Access / Equal Opportunities – In the provision of its services as a world-class Training Provider, the Company is committed to provide fair access / equal opportunities throughout the delivery of its courses and assessment leading to the completion of training seminars, or 3rd party qualifications/certifications.

4 WAYS TO REGISTER

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CERTIFICATION

Successful participants will receive GLOMACS’ Certificate of Completion.