

PROJECT MANAGEMENT

for Oil & Gas Professionals

27 – 29 February 2012, Kuala Lumpur, Malaysia



GREG SAMWAYS

Gred Samways has been working as a consultant for **Fugro Robertson** since January 2004. Prior to this, he was the Technical Director at Bradley, Ashton & Associates Limited, UK. He has more than 20 years of project management experience in the petroleum industry, and will be able to draw on many examples of projects during the training course. Dr Samways will also be able to use his broad experience of petroleum industry processes to demonstrate the importance of understanding the technical processes in the definition of robust project planning and execution.

In collaboration with



www.petroedgeasia.net



About this training course

At present, project managers in the oil and gas industry have to make decisions in an environment of high levels of uncertainty and risk. This interactive 3-day course will equip you with the skills and knowledge to deliver successful projects, within budget, to deadline and of sound business value. Case histories and examples of projects will provide you with real-life examples of best strategic practices in project management.

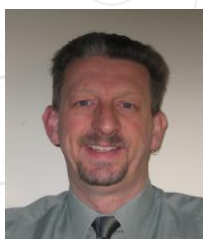
This 3 day training course will cover the fundamentals of project management within the context of the Petroleum Industry through a combination of presentations and software-based project management exercises.

Programme Overview

The Project Management training programme is divided into 3 sections as follows:

- ❖ **Day One:** The first day will concentrate on the theory of project management, specifically the **Project Definition Process**
- ❖ **Day Two:** The second day will be set aside for students to build their own project plans using OPENPROJ, and experiment with the concepts introduced on Day One.
- ❖ **Day Three:** The third day will focus on the project implementation process and consider how the projects designed on Day 2 should be implemented and managed.

About your Expert Trainer: Dr. Greg Samways



Greg Samways has been working as an independent consultant for Fugro Robertson since January 2004 before this he was a Technical Director at Badley, Ashton & Associates Limited. His career is wide ranging and he has expertise in geological project scoping, integrating sedimentological and petrographical analysis, SCAL and CCA, borehole image analysis, chemo and biostratigraphy, organic and inorganic chemistry. His skills in sedimentology and structural geology include prediction of depositional environments and geometries, and permeability architectures in the subsurface, by comparison with subsurface and outcrop analogues, evaluation of fracture population orientations based on oriented core measurements and

borehole images and palaeocurrent analysis from oriented core and borehole images. He has extensive practical experience in petrographical & reservoir quality analysis: modal and grain size determinations and thin-section description of clastics and carbonates and experience of undertaking diagenetic studies to determine paragenetic sequences and diagenetic histories based on integrated interpretation of a range of inorganic geochemical techniques, including fluid inclusions, stable isotopes, cathodoluminescence, SEM, XRD, including integration with burial histories and source-rock maturation histories. His extensive geological experience has led him to manage many projects of different sizes and with different scopes. His experience has enabled him to develop and deliver this training programme a number of times to different audiences, globally.

In addition Greg has extensive knowledge of undertaking Petrel Mapping and Geocellular Modelling including constructing structural models, assessing volumetrics, undertaking well-log upscaling, gridding, facies and petrophysical modelling. Greg's exuberant personality and his extensive experience make him an excellent instructor. He has trained a wide range of nationalities in a large number of different training projects and teaching styles.

Who Should Attend *(this course capped to 20 attendees only)*

Oil & Gas professional who plan, manage and monitor oil and gas projects, including:

- Project managers, leaders, coordinators and supervisors
- Engineers
- Geologists
- Geoscientists
- Geophysicists
- Planners
- Asset managers
- Operations managers
- New ventures project managers
- Project consultants

3 Day Programme Schedule

Day 1: The Theory of Project Definition

The following components will be covered on the first day, in preparation for the practical session on the second day. The key components of the Project definition process are as follows.

- **The Project Proposal:** The project Proposal is the starting point for any project management process. It is the document within which the background to the project is outlined, the needs identified, the aims and objectives specified, the methods and deliverables defined and the resource requirements and timescales set. If the project proposal is rushed, then the project will start from a weak position.
- **The Workflow:** The fundamental framework of the project definition is the workflow, which comprises a series of interlinked tasks, each of which must be clearly defined. This project definition provides the project baseline against which the success or failure of the project will be measured. This workflow definition is sometimes termed the Work Breakdown Structure or WBS.
 - Task Descriptions: What is the task and why are we doing it?
 - Task Precedence – PERT Charts – defining the order of the tasks.
- **The Timeline:** Once the project workflow model has been defined, durations can be assigned and the timing of the project can be modelled.
 - Assigning Task Durations
 - Modelling the timeline - GANNT Charts
 - Identifying the Critical Path (resource and deadline critical analysis)
 - Optimising without compromising
- **Resource Allocation:** Once the timeframe is set, the resources can be allocated. This is typically a balancing act with only finite resources available and deadlines pressing.
 - e.g. Staff, Materials, Software Licences
 - Analysing resource allocations – resolving resource conflicts
 - Provision for on-the-job training
- **Uncertainties and Risks:** The primary purpose of the project management method is to foresee the unforeseen and plan for it. The risks can be defined and the impacts evaluated to understand the potential impact on the critical path and the project deadline.
- **Project Approval:** The final step prior to project implementation is the approval process whereby the project owners and sponsors approve the plan and give the go ahead for project launch.

Day 2: Practical Project Definition Exercise

The second day of the course will comprise a number of exercises which will be run using the OPENPROJ open source project management package which can be downloaded from SERENA:

<http://openproj.org/>

OPENPROJ is a free, open source desktop alternative to Microsoft Project. OPENPROJ has been downloaded over 1,250,000 times in over 142 countries and has quickly become one of the most popular open source project management applications. This application essentially works the same way as Microsoft Project, but without the cost of the Microsoft licence. This software will enable us to create project plans and experiment with project variables in the classroom, providing valuable experience of the project definition and evaluation process. The skills learned in OPENPROJ can then be transferred to Microsoft Project, if required.

Day 3: Project Implementation

The third day will focus on the Project Implementation process, and consider how the projects designed on Day 2 should be implemented in the workplace. The key stages of the implementation process are as follows:

- **Pre Launch:** Several issues may need to be covered pre-launch, for example, are there any training needs for staff to prepare them for the upcoming projects? Other possibilities will be discussed.
- **Project Launch:** This section will look at the key issues that should accompany the project launch, for example:
 - Team introductions and alignment
 - Data requests
 - Establishing reporting procedures
- **Project Management:** The project management process entails continual updates to the project model. Various real life scenarios and various methods for managing changes will be considered.
- **Project Closure:** The final delivery of the project objectives should be followed by a project evaluation session, which ensures that lessons are learned, both positive and negative, and captured for future projects.

About **petroEDGE**

The core competencies of professionals in the Oil & Gas industry are constantly evolving. To meet this ever growing gap, PetroEdge provides targeted up-to-date, practical and technically sound training solutions that enable engineers to be continuously relevant in industry.

To learn more about us, visit www.petroedgeasia.net



REGISTRATION FORM

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|--|-----------------------------|---|---------------------|---|--|
| Kuala Lumpur, Malaysia 27 – 29 February 2012 | Early Bird Price | ✓ | Normal Price | ✓ | TEAM DISCOUNTS |
| Project Management for Oil & Gas Professionals | SGD 3599 | | SGD 3799 | | PetroEdge recognises the value of learning in teams. Group bookings at the same time from the same company receive the following: 3 or more at 5% off 5 or more at 7% off 8 or more at 10% All other promotions including early bird is exclusive of the group discount. |
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 Department: -----
 Email: -----
 Mr Mrs Ms Dr Other
 Delegate 2:

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 Email: -----
 Job Title: -----
 Department: -----
 Head of Department: -----
 Company: -----
 Address: -----

 Country: -----
 Postcode: -----
 Attention Invoice to: -----
 Telephone: -----
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- photocopy this form to register multiple delegates.

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