

Project and operations management along oil and gas supply chains

13–15 September 2010, London, UK

EI member £1,880.00 inc VAT Non-member £2,115.00 inc VAT*

*includes complimentary Affiliate membership to the Energy Institute



Project management plays a major role in many industries, not just in field operations and facility developments, but also in the corporate realm of mergers, acquisitions and re-organisations.

Key project and operations management and problem solving skills and techniques relevant to the oil and gas industry include: planning, estimating, modelling, organising and controlling resources and schedules with a view to optimising project performance and quality. In addition teamwork, motivation, contracts, negotiations, risk management and handling data and documentation are essential requirements for successful projects and operations.

This course focuses on the practical skills and methods needed to improve project and operating performance across the oil and gas industry. The skills taught are both generic and industry specific and can be widely applied at upstream, downstream and corporate levels.

Combining detailed knowledge of projects and operational circumstances that commonly exist at various points along oil and gas supply chains with the best generic skills and techniques provides valuable industry insight. The difference between this course and most other project and operations management courses is that it is focused specifically on the oil and gas industry and is delivered by practitioners that have diverse experience from across this industry.

Over three days the course covers key project and operations' management techniques and issues in a sequence of PowerPoint lectures and practical exercises involving group interactions and analysis. Delegates will learn about the practical skills required to manage projects and operations successfully and at the same time gain some insight into how such skills can be applied within the industry.

Topics covered include:

Day one – Project management in an oil and gas industry context

- Overview of project management process and skills
- Project structures: activity stages and decision gates
- Project planning: an essential requirement
- Offshore field development with video
- Exercise: estimating under conditions of uncertainty
- Cost estimating and approval / authority for expenditure
- Project management frameworks: PMBOK and PRINCE
- Resource scheduling exercise: developing Gantt charts
- FEED and EPC contracting in the oil and gas industry
- Quantifying risks and opportunities
- Strategies to reduce risk and enhance opportunities

Day two – Detailed planning, analysis and modelling

- Project networks and critical path analysis
- Exercise: precedence diagram and critical path
- Review of project scheduling software
- Probabilistic approach to cost-time forecasting
- Chemical plant construction: critical path analysis
- Case study: actual versus planned project schedule
- Exercise: tendering and bid evaluation
- Resource procurement and the supply chain
- Cost-time control: milestone monitoring and achievement analysis

- Contract structures to spread risk: alliance and incentive contracts
- Case studies: alliances in practice

Day three – Performance and problem solving

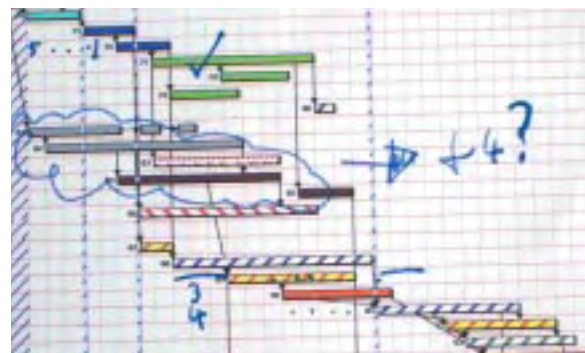
- Project team organisation, teamwork and motivation
- Leadership, direction and management skills
- Data management, relational databases and documentation
- Optimising communications and meetings
- Exercise: operating performance monitoring offshore field
- Delegating and assigning responsibilities effectively
- Quality, health, safety and environmental systems
- Case study: construction of gas liquefaction project with video
- Key performance indicators for measuring operating performance
- Problem solving versus decision-making
- Structured and systematic approaches to problem solving
- Confronting a crisis and contingency planning
- Delivering project and operational deliverables

Who should attend?

This course is designed for a multi-disciplined audience from project and operations sectors of the oil and gas industry, including both professional and support staff. The skills and industry insight provided are also of value to corporate staff involved in project management and planning.

Attendees would include:

- Managers, supervisors and project team members involved in planning, implementing, supervising and directing projects.
- Upstream professionals, such as: engineers, geoscientists and planners.
- Downstream professionals, such as: facility engineers and planners.
- Corporate and asset managers involved in acquisitions, disposals and business re-engineering projects.



Registration form

To register, by post or fax, please complete this registration form in BLOCK CAPITALS and return it to the address below, together with payment of all fees.

Nick Wilkinson, EI Oil and Gas Training, Energy Institute, 61 New Cavendish Street, London W1G 7AR, UK
 f: +44 (0)20 7255 1472

To register by email, please provide the same contact details (shown below), together with the relevant course details and send to: nwilkinson@energyinst.org To book online, visit: www.energyinst.org

I am/my employer is a member of the EI and entitled to the EI member's rate. EI Membership Number:

Family name: Mr/Mrs/Miss/Ms/Dr/Other:

Given name(s): Name to be used on badge:

Job title or present position:

Company/Organisation:

Name and address against which an invoice should be raised:

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e:

Mailing address for joining instructions (if different to invoice address above):

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Please indicate if you have any particular dietary requirements:

I confirm that I have read and agree to the conditions of registration as specified in the General Information section.

Signature: Date:

Under UK Excise Regulations, delegates from all countries are required to pay VAT on any course taking place in the UK.

Course Title:

Course date: Cost of course: £

Course Title:

Course date: Cost of course: £

Less 10% discount for each **subsequent** delegate from the **same** company attending the **same** course on the **same** date £

TOTAL PAYMENT £

The total amount may be paid by Sterling Cheque or Draft drawn on a bank in the UK.

I enclose my remittance, made payable to the Energy Institute, for: £inc VAT

To pay by Credit or Charge Card, circle appropriate card name and give card details below:



Card No: _ _ _ _ / _ _ _ _ / _ _ _ _ / _ _ _ _ Start Date _ _ / _ _ Expiry Date _ _ / _ _

Please enter your 3-digit* security code above. This will be deleted upon authorisation. *4-digits for Amex users.

Credit/Charge card holder's name and address:

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Signature: Date:

General information

Payment

Full payment must be received before a place can be guaranteed. Under UK Excise Regulations, delegates from all countries are required to pay VAT on any event taking place in the UK. Please note that VAT may be liable to amendment. All prices are correct at the time of going to press, but may be subject to change without prior notice.

Acknowledgement of registration

Confirmation of registration and a VAT receipt will be sent to all delegates. Joining instructions will be sent out prior to the start date of the course. If you have not received your acknowledgement seven days prior to the start date of the course, please contact EI Oil and Gas Training at the Energy Institute to confirm your booking.

Language and course materials

All presentations, course materials and supporting documentation will be presented in English.

Cancellation

In the event of a delegate cancelling, a refund of the registration fee less a 20% administration charge will be made provided that notice is received in writing at least 28 days before the date of the course. No refunds will be paid after that date. However, course papers, as supplied to attendees, will be provided after the event.

Substitution

If you are unable to attend, a substitute delegate may attend in your place, provided that EI Oil and Gas Training is notified in advance.

Enquiries

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About the course provider

The Energy Institute (EI) is the leading professional body for the energy industries, representing almost 12,000 professionals both nationally and internationally.

A Royal Charter membership organisation, the Energy Institute serves society with independence, professionalism and a wealth of expertise in energy matters, creating a home for energy professionals and a scientific and technical reservoir for industry. It is licensed by the Engineering Council (UK) to offer Chartered, Incorporated and Engineering Technician status to engineers.

The Energy Institute (EI) cannot accept any liability for any loss, cost or expense suffered or incurred by

any person arising from reason of war, including threat of war, riots and civil strife, terrorism or threats thereof, natural disaster, weather, fire, flood, drought, technical, mechanical or electrical breakdown within any premises visited by delegates in connection with the course, non provision of services provided by hotel companies or transport operators, industrial disputes, governmental action, regulations, or technical problems which may affect the services provided in connection with the event. The right to exclude any delegate, guest or substitution and to reject any application for registration is reserved. The Institute reserves the right to make any changes to the courses as considered necessary.

DATA PROTECTION ACT

The EI will hold your personal data on its computer database. This information may be accessed, retrieved and used by the EI and its associates for normal administrative purposes. If you are based outside the European Economic Area (the 'EEA'), information about you may be transferred outside the EEA. The EI may also periodically send you information on membership, training courses, events, conferences and publications in which you may be interested. If you do not wish to receive such information, please tick this box

The EI would also like to share your personal information with carefully selected third parties in order to provide you with information on other events and benefits that may be of interest to you. Your data may be managed by a third party in the capacity of a list processor only and the data owner will at all times be the EI. If you are happy for your details to be used in this way, please tick this box