Oil and gas project and operations management

2–4 September 2015, London, UK
EI member £2,300.00 (£2,760.00 inc VAT)
Non-member £2,500.00 (£3,000.00 inc VAT)

About this course
Project and operations management play major roles in determining the success or otherwise of oil and gas projects and companies. Key project and operations management 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 performance and quality. In addition teamwork, problem solving, motivation, contracts, negotiations, risk management and handling data and documentation are essential requirements for successful projects and operations.

The skills taught are oil-and-gas-industry specific and can be widely applied at upstream, downstream and corporate levels. It focuses on integrating knowledge of projects and operations along oil and gas supply chains.

Who should attend?
This course is designed for a multi-disciplined audience from the 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 should include:
- Managers, supervisors and project/operations team members involved in planning, implementing, supervising and directing operations and projects.
- Upstream professionals, such as engineers, geoscientists and planners.
- Downstream professionals, such as facility engineers and plant operators.
- Corporate and asset team members involved in oil and gas assets.

Day one:

Project management in an oil and gas industry context
- Overview of project and operations management process and skills
- Project structures: activity stages and decision gates
- Planning: an essential requirement of projects and operations
- Offshore field development
- Videos: Deepwater drilling and offshore field development
- Exercise: estimating under conditions of uncertainty
- Cost estimating and approval/authorisation for expenditure
- Project management frameworks: PMBOK, PRINCE and Six Sigma
- Resource scheduling exercise: developing Gantt charts
- Key attributes of high-performing project managers
- FEED and EPC contracting in the oil and gas industry
- Video: gas liquefaction (LNG) plant construction project
- Quantifying risks and opportunities
- Exercise: evaluating extreme risks and contingencies

Day two:

Detailed planning, analysis and modelling
- Project networks and critical path analysis
- Exercise: precedence diagram construction and critical path determination
- Riskless start-up concept
- Videos: gas processing plant case study
- Parallel engineering and problems that arise
- Probabilistic approach to project cost-time forecasting
- Chemical plant construction: alternating critical paths simulated
- Review of project planning, scheduling and risk-analysis software
- Cost-time control: milestone monitoring, earned value and achievement analysis
- Contracts and procurement: issues and risks
- Exercise: tendering, competitive bidding and bid evaluation
- Resource procurement and the supply chain
- Contracts that share risk: alliance, incentive and gain share contracts

Day three:

Performance and problem solving
- Project team organisation, teamwork and motivation
- Large-scale deepwater FPSO project developments and operations
- Leadership, direction and management skills
- Data management, relational databases and documentation
- Project and operations risk registers and risk assessment methodology
- Exercise: ongoing operating performance monitoring and targets for a producing field
- Delegating and assigning responsibilities effectively
- Quality, health, safety, security and environmental systems
- Managing pipeline and other transportation assets
- Key performance indicators for measuring operating performance
- Problem solving versus decision-making
- Structured and systematic approaches to problem solving
- Innovation and creativity
- Confronting a crisis and contingency planning
- Securing project closure and learning from the outcomes
- Delivering project and operational objectives

For more information please contact Nick Wilkinson
t: +44 (0)20 7467 7100
e: nwilkinson@energyinst.org
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

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: ________________________________

Mr/Mrs/Miss/Ms/Dr/Other: ________________________________

Name: ________________________________

Date of Birth if under 19 years of age: ________________________________

Job title: ________________________________

Organisation: ________________________________

Name and address against which an invoice should be raised:

t: ________________________________
e: ________________________________

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

______________________________________________

______________________________________________

______________________________________________

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: ________________________________

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 £ ________________________________

Payment

Cheque

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

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

Credit card

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

 Visa  Mastercard  Amex

Card No: ________________________________

Start Date: ________________________________

Expiry Date: ________________________________

Security code: (last 3 digits only, 4 if Amex) ________________________________

Credit/Debit/Charge card holder’s name and address:

______________________________________________

______________________________________________

______________________________________________

Signature: ________________________________ Date: ________________________________

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. It will not be distributed to third parties. 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. ☐
General information

Entry Requirements
Whilst no formal qualifications are required in order to participate in our training courses, it is likely that applicants will have been educated to senior school level. In addition, applicants should have a reasonable ability to understand spoken and written English.

The ability to write in English would be useful but not essential.

Payment
Full payment must be received before a place can be guaranteed. 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 to confirm your booking.

Language and course materials
All presentations, course materials and supporting documentation will be presented in English. Audio-visual recording of presentations is strictly forbidden. Course materials cannot be purchased by non-attendees.

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 team is notified in advance.

Enquiries
EI Oil and Gas Training, Energy Institute,
61 New Cavendish Street, London W1G 7AR, UK
t: +44 (0)20 7467 7100 ; f: +44 (0)20 7255 1472
e: nwilkinson@energyinst.org
www.energyinst.org

UK Entry Visas
Please note that there have been recent changes to the UK Entry Visa application system.

Given this, it now takes a minimum of 15 working days/3 weeks, to process any applications. If you wish to attend a course and need a visa, you are urged to apply at least 1 calendar month prior to the start date of the course.

Full information at: www.gov.uk/check-uk-visa