

# Information Matters™

## Project Management in Oil and Gas

Gain an understanding and practical knowledge of project management principles and techniques

Public and in-house presentations

Three day training course, workshop and knowledge exchange

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## About your course facilitator



Dave Overton is an independent project management consultant with 39 years experience in oil and gas E&P.

Dave is a qualified Project Management Professional (PMP) since 2008. His career spans technical and management roles in major oil and gas companies with responsibilities for operations and projects across upstream technologies, IT systems and data management.

Managing projects that deliver new technologies to a technology-thirsty industry has been a theme throughout his career and he has led programs on a global-scale with multi-national teams.

Dave's wealth of experience in managing information technology projects in a large, complex and geographically diverse organization makes him ideally placed to introduce the concepts of Project Management and provides him with the opportunity to add a considerable amount of color and context to the important concepts and principles introduced by this course.

Capitalise on our expert knowledge to understand key issues:

**RECOGNISE** different forms of organizational structure and how they influence project delivery.

**APPRECIATE** how projects exist within a business context, programs and portfolios and how investment decisions are made.

**UNDERSTAND** the project life cycle and the importance of making the right decisions at the right time

**GAIN INSIGHT** to the Triple Constraint and the additional knowledge areas that apply to all projects

**IDENTIFY RISKS** to your projects and how to manage them

**PRACTICE** your new skills on carefully selected case studies.

**LEARN** the key success factors for successful projects.

To register your attendance please contact Dr Paul Duller:  
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## Workshop overview

The Project Management Institute defines a project as "A temporary endeavor undertaken to create a unique product, service or result". Hence many of the activities we undertake can be viewed as projects but as the scale and complexity of the activity increases so does the risk of failure and the need for a more formalized and rigorous approach.

This workshop takes a different approach to other project management training and links principles and practices to critical success factors, reviews the fundamentals of good project management and uses real-life experience and examples to illustrate how and why projects succeed or fail.

Attendees will learn how to recognize issues and manage for success in the context of E&P information systems and business change and will be introduced to the fundamentals of project management, which are founded on the experience of PM professionals worldwide.

They will learn effective techniques to manage such critical components as scoping a project, creating an effective schedule, quantifying cost and risk and their inherent uncertainties, and will gain an understanding of the business context, personal attributes, characteristics and behaviors needed of the people involved in the development of a successful project.

The workshop will follow a typical project life cycle and will help attendees define a project from its inception, develop appropriate plans and manage all its aspects through to completion.

This interactive workshop will give participants hands-on experience, practical skills and confidence to deliver projects successfully and allows attendees to explore how they can apply this learning to their own projects, whether they are the project lead or one of the team.

## Why should you attend

Creating change in an oil and gas company is never simple and typically cuts across multiple disciplines and stakeholders. Expectations are high while time and costs are constrained.

Various project methodologies exist and companies may have their own processes to follow. This workshop will review the basic concepts behind these methodologies and introduce the proven practices and techniques required to make them successful.

After introducing the basic principles of project management the workshop develops these concepts and discusses the risks, issues that can impact on the delivery of a successful project.

At the end of this workshop, delegates will leave with a thorough understanding of the concepts of project management and how and when the proven practices and processes should be applied enable the delivery of a successful information management project.

## Who should attend

Attendance at this workshop would be ideal for:

**Project Managers** especially those who are new to project management or are responsible for projects as part of a wider job role.

**Members of project teams** whose work is directly involved in the delivery of a project.

**Project sponsors** who typically are the project champion, strategic decision maker and budget holder.

**Any employee** whose work is in support of projects, e.g. operations, finance, and who wish to gain a deeper appreciation of project processes and techniques.

## Programme schedule

### Part one

#### Introduction and context

This section introduces the concepts that define a project and the business context for the types of projects found in the oil and gas industry. It discusses the challenges faced by projects drawing on the experience of the course facilitator and delegates.

- Definition of a project and common terms and definitions
- Information systems and technology projects in oil and gas
- Project methodologies and the project life cycle
- Organisational structures for projects
- The importance of portfolio and programme management
- Defining successful versus unsuccessful projects

#### Basic principles of Project Management

This section provides an overview of the basic principles and best practices found in all good projects.

- The Triple Constraint – balancing scope, schedule and cost
- Managing the triple constraint plus key areas such as risk, quality, procurement and people.
- Communications management
- Decision making
- Planning and estimating
- Monitoring and controlling
- Successful closure

#### Life cycle 1 - Project initiation

This section addresses how projects progress from an idea or business need to gaining approval to proceed.

- Defining a project in business terms and benefits
- Considering project options
- Building the business case and getting approval
- Defining business requirements and project scope
- Making initial estimates

### Part two

#### Life cycle 2 - Project definition

This section introduces the concept of progressive elaboration to develop the early plans and estimates into detailed and robust project plans and costs ready for execution.

- Developing the Project Charter
- Managing scope
- Recognising boundaries and constraints
- Turning objectives into clear deliverables
- Work and cost breakdown structures
- Refining estimates
- Agile vs. Waterfall techniques
- Risk management
- Planning and contingency

### Part three

#### Life cycle 3 - Project execution and closure

This section will cover the practices and processes used to ensure successful delivery of the project deliverables while ensuring the management and control of costs, schedule, quality and risks.

- What makes a plan successful
- The importance of communications
- Leading the project team
- Monitoring and controlling the plans
- Managing risks, issues and changes
- Completion and acceptance
- Post-project operations and benefit realisation

#### Summary

The final section will review the key learnings from all the sessions and the resources available to continue this area of professional development.

- What makes a successful project
- Attributes of a great project manager
- Attributes of a great project team
- Where to learn more

\*Hands-On Exercises based on Case Studies and practices \*