PETROSYNC’S COST ENGINEERING & PROJECT MANAGEMENT SERIES

OIL & GAS FAST TRACK PROJECT MANAGEMENT

Your Key To Attain The Best Practices in Managing Projects

9 May—11 May 2016
Kuala Lumpur, Malaysia
Course Overview
In Oil & Gas business the effectiveness of project management is highly important and very visible. The outcome of the implementation of large and mega projects can have a dramatic impact on the overall bottom line of major companies and sometimes also the budget of benefitting host countries. Cost overruns, major delays and major component flaws are often a result of lack of project definition exacerbated by ineffective project execution. An effective control and review system should be in place to measure performance throughout the execution to allow corrective actions to be undertaken.

Our Oil & Gas Fast Track Project Management gives you the foundation, techniques and tools to manage each stage of the project life cycle and utilize state-of-the-art project management tools to get the work done on time and within budget.

Course Design
This course is designed for professionals to learn best practices currently used in today’s fast-paced business environment and the entire project life cycle.

Includes Specific and Practical Case Studies
Participants will benefit from class exercises, discussions & group presentations and case studies of various phases of project lifecycle which enhance their understanding in managing a project.

How Does This Course Benefits You?

**Gain knowledge on the foundation, techniques and tools in project management**
Learn the foundation, techniques and tools to manage each stage of the project life cycle

**Understand the various phases of lifecycle from definition to operations**
Learn the requirement for the development of key deliverables in each of project phase by understanding the various phases of project lifecycle

**Develop and work within an organizational structure**
Able to work within an organization structure, ensuring key staffs have the required competency and get the most from the team

**Develop a project execution plan and get authority to execute**
Practise the preparation of a planning system as part of the execution plan

**Attain knowledge in contract management system**
Understand the various contract forms as part of the contract management system

Do you know Henry Gantt (1861–1919) is the father of planning and control techniques?

Do you know that The International Project Management Association (IPMA) was founded in Europe in 1967?
PetroSync Distinguished Instructor

Practical & Consulting
Mr. Marinus Van Der Weele obtained a master degree in offshore engineering and joined Shell International in 1978. He had variety of assignments in UK, Netherlands, Nigeria, Brunei Darussalam, Egypt and Oman. He held project management and engineering positions in Shell for 35 years. He had held two years if HSE Manager in Brunei Shell Petroleum Company. The last two assignment she was a project manager for large integrated oil & gas field developments in Egypt and Oman with capex up to USD 2 billion

Training
- Provided detailed HSE training courses covering a large variety of subjects. Participants included senior management of the operating companies
- Provided on the job training to 100 subordinates from very different cultural backgrounds and competency levels in Africa, Europe, Middle East and Asia covering all aspects of project management

Who Needs This Program
This course is primarily designed for project staffs with 3-8 years of working experience to supplement the information they already received in basic training, including:

Job Titles Include:
- Project Engineers
- Project Planners
- Project Team Members
- Senior Supervisory Staffs
- Line Managers
- Project Managers
- Project Risk Managers
- Project Controllers
- Project Team Leaders

Course Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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<tbody>
<tr>
<td>08:00—09:00</td>
<td>Registration (Day 1)</td>
</tr>
<tr>
<td>09:00—11:00</td>
<td>Session I</td>
</tr>
<tr>
<td>11:00—11:15</td>
<td>Refreshment Session I</td>
</tr>
<tr>
<td>11:15—13:00</td>
<td>Session II</td>
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<tr>
<td>13:00—14:00</td>
<td>Lunch</td>
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<tr>
<td>14:00—15:30</td>
<td>Session III</td>
</tr>
<tr>
<td>15:30—15:45</td>
<td>Refreshment Session II</td>
</tr>
<tr>
<td>15:45—17:00</td>
<td>Session IV (Last Session)</td>
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</table>

PetroSync Quality Assurance
All PetroSync courses are developed with top quality to address all your training needs and purposes. Our courses are vetted strictly to ensure that we always deliver the best courses with the best industry expert.

PetroSync Inhouse Solutions
PetroSync can tailor our courses to meet your specific needs at your preferred location and schedule. Contact us for more information at +65 6415 4500 or email to general@petrosync.com
Course Agenda — 3 Days

**DAY 1— Refresher Covering Various Project Stages**

**Project Definition**
- Specifying environmental conditions and project location
- Nearby facilities and requirements for future development
- Well data flow, temperature, composition, trace elements, water wax etc/
- Plant throughput considerations
- Soil reports
- Service life and maintenance policies
- Outline of specifications

**Project Organisation**
- Availability of manpower from existing organizations
- Shareholders and government policies
- Expected competency levels
- Reporting structure
- Policy on outside sourcing of services and third party staff
- Organisation structure

**Case Study: Prepare an organizational structure**

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**DAY 2— Development of Project Execution Plan**

**Development of Project Execution Plan**
- Project background and scope
- Key issues sensitivities
- Cost breakdown of various packages
- Schedule overview
- Work packages and resourcing
- Contracting policies
- Organisation set-up
- Quality assurance
- HSE policies and procedures
- Construction choices
- Commissioning and start up decisions
- Review and audits
- Post implementation review

**Preparation of Project Schedule**
- Possible alternative execution strategies and accelerating the schedule
- Influence of permits on work execution
- Minimising interface of packages
- Defining the long lead procurement items and how to procure on a fast track basis
- Use to be made of Gantt charts for cross discipline communications to fast track
- Allowance of sufficient time contingences
- Review of schedule risk issues particularly when undertaking a project on a fast track basis

**Group Exercise & Discussion: Develop summary of Project Execution Plan and Present**

**Case Study**

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**DAY 3— Development of Health, Safety & Environment (HSE), Quality and Contracting Plans**

**Health, Safety & Environment (HSE) Plans**
- HSE Policy and Procedures
- Local authority input/regulations
- Previous safety studies and completeness
- HSE organization and resources possible external parties
- Contractor HSE plans
- Construction HSE plans
- Operations HSE case
- Training requirements
- Emergency procedures
- Audit review and inspections

**Quality Plan**
- Objective and policies
- Assurance integrity in design, control of deliverables
- Assurance of material procurement and equipment within specifications
- Construction in compliance with specifications
- Assurance that commissioning and start up is in compliance with specification
- Adherence to project standards
- System to identify areas of improvement by audit and inspection both internal and external

**Contracting Plan**
- Responsible parties for implementing the quality assurance plan for both quality assurance and control
- Assurance of project documentation and close out

**Case Study: Prepare HSE Quality and Contracting Plans**

Register For This Course Now!

Kindly fill up your particulars in the registration form placed at the end of this brochure, and send it to us or email to registration@petrosync.com
COURSE DETAILS
Title: Oil & Gas Fast Track Project Management
Date: 9—11 May, 2016
Location: Kuala Lumpur, Malaysia

INVESTMENT PACKAGES (Please Circle)

<table>
<thead>
<tr>
<th>INVESTMENT PACKAGE</th>
<th>DEADLINE</th>
<th>FULL MASTERCLASS</th>
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</thead>
<tbody>
<tr>
<td>Standard Price</td>
<td>6 May 2016</td>
<td>USD 2,895</td>
</tr>
<tr>
<td>Early Bird Offer</td>
<td>8 April 2016</td>
<td>USD 2,695</td>
</tr>
<tr>
<td>Group Discount (3 or more Delegates)</td>
<td>6 May 2016</td>
<td>Enjoy 10% off for groups of 3</td>
</tr>
</tbody>
</table>

Group Discount is based on Standard Price
*To enjoy the promotion & discount offer, payment must be made before deadline
*For 7 or more delegates, please inquire for more attractive package.
*Prices include lunches, refreshments and materials. Promotion & discount cannot be combined with other promotional offers.
*Important: Please note that registration without payment will incur a SGD 200 administration fee.

DELEGATES DETAILS
1st Delegate Name: ____________________________
Direct Line Number: __________________________
Job Title: __________________________
Head of Department: __________________________
Email: __________________________

2nd Delegate Name: ____________________________
Direct Line Number: __________________________
Job Title: __________________________
Head of Department: __________________________
Email: __________________________

3rd Delegate Name: ____________________________
Direct Line Number: __________________________
Job Title: __________________________
Head of Department: __________________________
Email: __________________________

INVOICE DETAILS
Attention Invoice to: __________________________
Direct Line Number: __________________________
Fax: __________________________

Company: __________________________
Address: __________________________
Postcode: __________________________
Country: __________________________
Email: __________________________

Please note:
- If you have already registered by Phone, Fax, Email or Web, please note:
- If you have not received an acknowledgement before the training, please call us to confirm your booking.

PAYMENT METHOD
☐ By Credit Card: Please debit my credit card:
Visa ☐ MasterCard ☐ AMEX ☐ Security Code: __________________________
Card Number: __________________________
Expire Date: ______________________

☐ By Direct Transfer: Please quote invoice number(s) on remittance advice

PetroSync Global Pte Ltd Bank Details:
Account Name: PetroSync Global Pte Ltd
Bank Name: DBS Bank Ltd
Bank Code: 7171—Bank Swift Code: DBSSSGSGXXX—Branch Code: 3B8
Account No: SGD: 288-901898-0; USD: 0288-002682-01-6
All bank charges to be borne by payer. Please ensure that PetroSync Global Pte Ltd receives the full invoiced amount.

CONFIRMATION
I agree to PetroSync’s terms & conditions, payment terms and cancellation policy.

Authorized Signature: __________________________

PAYMENT TERMS: Payment is due in full at the time of registration. Full payment is mandatory for event attendance.

CERTIFICATE OF ATTENDANCE
70% attendance is required for PetroSync’s Certificate of Attendance

DETAILS
Please accept our apologies for mail or email that is incorrectly addressed. Please email us at registration@petrosync.com and inform us of any incorrect details. We will amend them accordingly.

CHARGES & FEE(S)
- For payment by Direct Telegraphic Transfer, client has to bear both local and overseas bank charges.
- For credit card payment, there is additional 4% credit card processing fee.

TERMS AND CONDITIONS
DISCLAIMER
Please note that trainers and topics were confirmed at the time of publishing; however, PetroSync may necessitate substitutions, alterations or cancellations of the trainers or topics. As such, PetroSync reserves the right to change or cancel any part of its published course due to unforeseen circumstances. Any substitutions or alterations will be updated on our web page as soon as possible.

DATA PROTECTION
The information you provide will be safeguarded by PetroSync that may be used to keep you informed of relevant products and services. As an international group we may transfer your data on a global basis for the purpose indicated above. If you do not want us to share your information with other reputable companies, please tick this box

CANCELLATION POLICY
You may substitute delegates at any time as long as reasonable advance notice is given to PetroSync. For any cancellation received in writing not less than fourteen (14) working days prior to the training course, you will receive credit voucher less a SGD $200 administration fee and any related bank or credit card charges.

PetroSync is not responsible for any loss or damage as a result of the cancellation policy. PetroSync will assume no liability whatsoever in the event this event is cancelled, rescheduled or postponed due to any Act of God, fire, act of government or state, war, civil commotion, insurrection, embargo, industrial action, or any other reason beyond management control.

You may substitute delegates at any time as long as reasonable advance notice is given to PetroSync. For any cancellation received in writing not less than fourteen (14) working days prior to the training course, or who do not attend the course, are liable to pay the full course fee and no refunds will be granted.

In the event that PetroSync cancels or postpones an event for any reason and that the delegate is unable or unwilling to attend in on the rescheduled date, you will receive a credit voucher for 100% of the contract fee paid. You may use this credit voucher for another PetroSync to be mutually agreed with PetroSync, which must occur within a year from the date of postponement.

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