Offshore & Marine Project Management

Utilize state-of-the-art project management tools to get the work done on time and within budget

24th November 2014 - 28th November 2014, Kuala Lumpur, Malaysia

Petrosync Distinguished Instructor
Rinus van der Weele
International Consultant & Trainer

- Over 35 years of experience in project management and engineering positions with Shell
- Handled projects in UK, Netherlands, Nigeria, Brunei Darussalam, Egypt & Oman
- Specializes in project management, offshore engineering and field development

Course Objectives

- LEARN the foundation, techniques and tools to manage each stage of the project life cycle
- WORK within an organizational structure, ensure key personnel have the required competency and get the most from your team
- DEVELOP a project execution plan and get the authority to execute
- KNOWLEDGE on the requirement for the development of key deliverables in the project phases
- UNDERSTAND the various contract forms as part of the contract management system
- CREATE and maintain a cost database to ensure budget control
- PRACTICE the preparation of a planning system as part of the execution plan
- LEARN How to set up a HSE and quality management systems with audit and review activities during the execution cycle with key controls
- AWARENESS of the importance of project changes and risks and managing their impact during execution

Specially Designed for

The course is primarily designed for project staff with 3-8 years working experience to supplement the information they already received in basic training. The course is also suitable for senior supervisory staff, line-managers, team-managers and other disciplines to enhance their understanding of effective project management and execution. Familiarity with the project management or execution environment is recommended.

Supported by
A project is any planned undertaking, whose end product must be defined in terms of anticipated profit and which involves control of the three essential elements cost, time and quality. In the Oil and 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 benefiting host countries. Examples of major project failures are all around us and provide headline news. Cost overruns, major delays and major component flaws are result of lack of project definition exacerbated by ineffective project execution. Project stakeholders, including company shareholders and Government Agencies will scrutinize how implementation is being performed.

The definition of the project is the key to overall success. The level of detail in defining project objectives, policies, priorities, organization and procedures should receive focused attention and approval of senior company officials. During the implementation of the opportunity the control of the end result will become smaller as the project progresses. An effective control and review system should be in place to measure performance throughout the execution to allow corrective actions to be undertaken.

Managing Projects gives you the foundation, techniques and tools to manage each stage of the project life cycle, work within organizational and cost constraints, set goals tied directly to stakeholder needs, get the most from your project management team, and utilize state-of-the-art project management tools to get the work done on time and within budget.

Covering the entire project life cycle, this course is built around best practices currently used in today’s fast-paced business environment. During the course case studies on both offshore/onshore will be used to enhance understanding and allow practical application of the course content.

The trainer’s offshore engineering experiences as well as in depth knowledge of engineering for the most difficult field development will be shared on this course.

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**Project & Cost Engineering Training Courses (JANUARY - DECEMBER 2014)**

<table>
<thead>
<tr>
<th>DATE</th>
<th>COURSE TITLE</th>
<th>INSTRUCTOR</th>
</tr>
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<tbody>
<tr>
<td>17th – 19th Mar</td>
<td>Cost Engineering &amp; Risk Management</td>
<td>Richard Slingerland</td>
</tr>
<tr>
<td>20th – 21st Mar</td>
<td>Earned Value Management</td>
<td>Richard Slingerland</td>
</tr>
<tr>
<td>07th – 09th May</td>
<td>Project &amp; Schedule Risk Management</td>
<td>Paul D. Diammalvo</td>
</tr>
<tr>
<td>19th – 21st May</td>
<td>Value Management</td>
<td>Timme Hendriksen</td>
</tr>
<tr>
<td>11th – 14th Aug</td>
<td>Cost Engineering Intensive</td>
<td>Ko des Bouvrie</td>
</tr>
<tr>
<td>08th – 10th Sep</td>
<td>Analysis and Modelling for Cost, Economics &amp; Risk</td>
<td>Richard Slingerland</td>
</tr>
<tr>
<td>06th – 10th Oct</td>
<td>Advanced Certified Project Management</td>
<td>Stephen Wylie</td>
</tr>
</tbody>
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**WHY YOU SHOULD ATTEND PETROSYNC’S EVENTS**

- To ensure that all objectives of the course matches yours, all PetroSync programs are developed after intensive and extensive research within the industry
- PetroSync programs focus on your immediate working issues to ensure that you are able to apply and deliver immediate results in real work situations
- Application and implementation of industry knowledge and experience are the drivers for our course design, not theoretical academic lectures
- PetroSync training focuses on practical interactive learning tools and techniques including case studies, group discussions, scenarios, simulations, practical exercises and knowledge assessments during the course. Invest a small amount of your time to prepare before attending the course to ensure maximum learning
- PetroSync follows a rigorous selection process to ensure that all expert trainers have first-hand, up-to-date and practical knowledge and are leaders of their respective industrial discipline
DAY 1

After introduction of participants, the morning session is a refresher covering the various project stages from definition through assess, going through execution and operations. A number of examples will be given of lack of project definition causing major upsets in the later stages of the project. In detail will be covered how to define a project such as:

- 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
- Staffing policies
- Latest cost and profitability forecast
- Government regulations and approvals

Case study 1

The company is a large international oil/gas company with operations in North Africa. The company has entered in a joint venture agreement with the national oil company for the development of a plant with equal shareholding. The field is located remote from existing infrastructure and requires a 500km gas pipeline feeding the national gas grid. The recovered liquids are fed by a 60 km pipeline to a third party facility. The pipelines cross major minefields from world war II. Exploration wells were drilled identifying the requirement for large scale fraccing operation in the production wells. The field production is envisaged to contain 8% of carbon dioxide and saline water. Some wax is expected in the condensate. Manning levels in the project team are restricted with much reliance on the expertise of a lump sum contracted international contractor based in UK. The selling price of the products are tied to the international energy market with a maximum cap. The shareholders insist on a fixed time schedule for execution.

This afternoon sessions will discuss project organization, manning levels and key disciplines. The following policies and issues play a role:

- 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
- Project control manpower
- Training requirements to cover operating phase
- Access to specialist expertise

Group discussion on the project organization to cover Case study 1.

DAY 2

Day 2 will cover the content of a Project Execution Plan. Particular attention will be given to the project plan, the project cost data base and responsibilities in execution. The PEP should contain the decisions made in earlier phase to recapitulate and provide the transparency for stakeholders. Contents should cover:

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

IN-HOUSE SOLUTIONS

SAVE COST • IMPROVE PERFORMANCE • REDUCE RISK

PetroSync understands that in current economic climate, getting a cost-effective return on your training investment is critical for all our clients. This training can be conducted exclusively for your organization. The training can be tailored to meet your specific needs at your preferred location and time. We will meet you anywhere around the globe.

If you like to know more about this program, please contact us on +65 6415 4500 or email general@petrosync.com
Case study 2

The company is a far eastern operating company with an established track record in operating large facilities. The exploration department has drilled a new well in 40 meters deep water approximately 30 km from an existing infrastructure. The company wants to keep the exploration well and if possible produce it to the nearby facility. The well is completed above water level and requires support to prevent damage during inclement weather conditions. The participants are requested to develop a summary PEP and present the conclusions after 1.5 hrs work.

Following the presentation an overview, by the course presenter, will be given what the final outcome was in practice.

DAY 3

Day 3 will cover defining the issues that will drive cost and schedule. With in the morning cost engineering issues followed in the afternoon with details on project schedules.

Cost engineering will cover the following main subjects:

- Defining work packages and making asset breakdowns
- Responsible parties for making the estimates
- Use of databases to define costs
- Benchmarking the outcomes in the industry
- Concept of life cycle cost
- Defining the owners costs
- Expectation of cost growth over the execution period

Group discussion will centre around the practices in their organizations on cost engineering. Participants will be divided into groups to prepare a small presentation about these practices. The project schedule has many interested parties and stakeholders. All parties have their specific reasons and much effort should be involved in defining the major milestones and getting the ownership of the result. The project schedule will drive perception of the world outside the project team if they are successful or not. Frequent communication of the progress made against the schedule should be distributed in weekly, monthly and annual reports. The schedule is to be developed multi discipline with following output:

- Possible alternative execution strategies
- Influence of permits on work execution
- Break down of work packages
- Defining the major (critical) steps in the execution
- Minimizing interface of packages
- Defining the long lead procurement items
- Use to be made of Gantt charts for cross discipline communications
- Allowance of sufficient time contingences
- Review of schedule risk issues

Exercise: Prepare a project Gantt chart of case study 2

DAY 4

Day 4 will cover the impact of HSE and Quality assurance on the success of project execution. HSE and Quality Assurance management will be necessary from project definition until the use of the facility or project in the operations phase. In the design phase HSE will concentrate on the health safety and environmental impact of the project by technical studies such as Hazid's Hazop's. During the material procurement, transportation and construction stage more emphasis to be placed on keeping the workers healthy and safe with operational HSE. Development of the HSE case can be one of the key deliverables.

HSE plans to cover:

- 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

Case study 3

A large Middle Eastern oil company is preparing for an oil field development. The field is very high pressure and has 8% of H2S in the oil. The project is executed about 800km from the main base. The design is performed in a nearby country by an engineering contractor. The procurement will be done in approx. 30 other countries worldwide. Special attention is required in the use of automation, special materials and protecting the staff in the future from H2S leaks. The construction workforce totals 3500 staff who do not have much knowledge of HSE.
Exercise: A summary HSE plan to be developed by the participants.

In the afternoon a summary QA plan is to be developed on case study 3. The main Quality Assurance and control procedures will be discussed in groups prior to the preparation of the QA Plan. The QA plan will cover the following main content:

- Objective and policies
- Assure integrity in design, control of deliverables
- Assurance of material procurement and equipment within specifications
- Construction in compliance with specifications
- Assure 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
- Responsible parties for implementing the QA plan for both quality assurance and control
- Assurance of project documentation and close out

DAY 5

The morning will cover the role of contracting in work execution. Most large or mega projects will depend on the work being executed by contractors. This session is intended to provide tools to manage the preparation and execution of these large contracts. The best way to provide this control is by detailed definition of the boundaries of the work packages, defining their interfaces, setting appropriate contract conditions and selection of the right contractor of each package.

The contract plan should cover:

- What part of the project is contracted?
- Development of CTR sheets per contract
- Types of contract
- Contract conditions
- Selection of contractors
- Tender evaluation and award
- Execution control procedures and schedule
- Change control in contracts
- Role of QA/QC within contracts

In the afternoon a mega project will be discussed highlighting real issues that developed in execution.

The end of the afternoon a Q/A session will be held discussing the learnings of the week.

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Rinus van der Weele
International Consultant & Trainer

- Over 35 years of experience in project management and engineering positions with Shell
- Handled projects in UK, Netherlands, Nigeria, Brunei Darussalam, Egypt & Oman
- Specializes in project management, offshore engineering and field development

Mr. Rinus van der Weele (1952) obtained a master degree in offshore engineering from the Technical University Delft in the Netherlands. He joined Shell International in 1978. He had a variety of assignments in UK, Netherlands, Nigeria, Brunei Darussalam, Egypt and Oman. During his 35 years with Shell he held project management and engineering positions. For two years he held the position of HSE manager in Brunei Shell Petroleum Company. The last two assignments he was project manager for large integrated oil/gas field developments in Egypt and Oman with CAPEX up to USD 2 billion.

He is a highly experienced project manager with in depth expertise in project execution from project definition into the operations phase. During his assignment as HSE manager he applied state of the art project management tools to supporting the HSE management of a workforce of approximate 3500 company staff and indirect to 10000 contract staff. He has in depth knowledge of engineering for the most difficult field developments with fields containing significant amounts of CO2 and H2S producing at very high pressures. This engineering work is state of the art. He was instrumental in preparing the specifications for equipment in very corrosive service. His drive is to transfer his knowledge to the oil/gas industry to improve project execution.
**Course Details**

**Title**: Offshore & Marine Project Management  
**Date**: 24th - 28th November 2014  
**Location**: Kuala Lumpur, Malaysia

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**INVESTMENT PACKAGES**

<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>21st Nov 2014</td>
<td>SGD $ 5,995</td>
</tr>
<tr>
<td>Early Bird Offer</td>
<td>24th Oct 2014</td>
<td>SGD $ 5,795</td>
</tr>
<tr>
<td>Group Discount (3 or more Delegates)</td>
<td>21st Nov 2014</td>
<td>10% discount for groups of 3 registering from the same organization at the same time</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.

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**DELEGATES DETAILS**

1st Delegate Name: Mr. Aagen  
Direct Line Number:  
Job Title:  
Head of Department:  
Email:  

2nd Delegate Name: Mr. Aagen  
Direct Line Number:  
Job Title:  
Head of Department:  
Email:  

3rd Delegate Name: Mr. Aagen  
Direct Line Number:  
Job Title:  
Head of Department:  
Email:  

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**INVOICE DETAILS**

Attention Invoice to:  
Direct Line Number:  
Fax:  
Company:  
Industry:  
Address:  
Postcode:  
Country:  
Email:  

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

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**PAYMENT METHODS**

By Credit Card: ☐ Visa ☐ MasterCard ☐ AMEX  
Security Code:  
Card Number:  
Expiry Date:  

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

PETROSYNC LLP Bank details:  
Account Name: PETROSYNC LLP  
Bank Number: 7144 • Branch Code: 013 • Account No: 13-1-005531-6  
Name of Correspondent Bank: Standard Chartered Bank, 6 Battery Road, Singapore 0499909  
SWIFT Code of Correspondent Bank: SCBLSGSGLXX  
All bank charges to be borne by payer. Please ensure that PETROSYNC LLP receives the full invoiced amount.

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**Confirmation**

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

Authorized Signature:

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**PAYMENT TERMS**

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

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**CERTIFICATE OF ATTENDANCE**

A minimum of 70% attendance is required prior issuance of PETROSYNC’s Certificate.

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**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.

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**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 programme due to unforeseen circumstances. Any substitutions or alterations will be updated on our website page as soon as possible.

**PAYMENT**

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.

**CANCELATION 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.

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**DISCLAIMER**

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.

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**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.

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**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.

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**TERMS AND CONDITIONS**

**DELIVERY**

PETROSYNC LLP confirms delivery to the delegate at the latest upon completion of the training course, subject to the delegate's confirmation of receipt.

**SUBSTITUTIONS**

PETROSYNC LLP can utilize a substitute delegate in the event that the delegate is unable or unwilling to attend the event on the rescheduled date. 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 receieve a credit voucher for 100% of the contract fee paid. You may use this credit voucher for another PETROSYNC course, which must occur within a year from the date of postponement.

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**CONFIRMATION**

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

Authorized Signature:

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**PAYMENT TERMS**

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