



N836: Introductory Certificate in Project Management for Subsurface Teams

Format and Duration
Classroom - 2 Days

Instructor(s): Graham Chapman

Summary

This course is designed to explain the basic aspects of a project and project management in order for participants to gain confidence and understanding of a project environment. This course is specifically designed for those working within the subsurface arena in the oil and gas sector. The course syllabus will help individuals to recognise the key aspects of a project and the importance of their role within it. The objectives will be achieved through the utilisation of a subsurface case study which has been designed to contextualise the training. This will be used throughout the course.

Learning Outcomes

Participants will learn to:

1. Define the key elements of project management and the operating environment.
2. Understand the project lifecycle and relate this to their working environment.
3. Discuss the management structure within which projects operate.
4. Recognise key inputs to project management planning.
5. Explain and understanding of project scope management.
6. Discuss scheduling and resource management in projects and outline key drivers, tools and techniques.
7. Understand risk management and issue management and recognise their part in these processes.
8. Define and understand project quality management.
9. Explain the importance of effective communication in the project environment.
10. Understand principals of leadership and teamwork.
11. Generate personal action plans to maximise the benefits of learning back into the workplace

Training Method

A two-day classroom course. This course is highly interactive and uses presentations, group work, case studies and models. The use of a subsurface case study contextualises the learning. Participants are encouraged to make some personal commitments during the course to ensure learning is transferred back to the workplace. This course follows the Association for Project Management (APM) Project Fundamentals Qualification (PFQ) Syllabus. The course is delivered by fully accredited project professionals who have tailored the training specifically to be relevant for learners from the Oil and Gas industry, and more specifically in the subsurface project environment. Participants may choose to demonstrate their knowledge by taking the APM PFQ examination. The exam takes 1 hour and will run immediately at the end of this course. Please note this incurs an additional cost. Contact RPS Training team for more information.

Who Should Attend

This course is designed for those new to working in oil and gas projects, or non-project staff who wish to gain a basic understanding of the project environment and project management terminology.



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- Project team members who are new to oil and gas projects
- Staff who work with the project team but are not directly involved in project activity
- People who are considering a move into the project environment
- Project managers with an interest in being exposed to the terminology associated with best practice as defined by the Association of Project Management (APM)
- Project team members interested in progressing with recognised project management qualifications

Prerequisites and Linking Courses

There are no prerequisite courses.

Course Content

Introduction and definitions

Projects in Context

- Describe what is meant by the terms project, programme, portfolio and business-as-usual
- Define what project management is
- Describe the differences between projects and business-as-usual
- Describe the reasons for using a project life cycle
- Recognise the various roles involved in projects
- List the elements required to determine the factors involved when defining a projects context

Stakeholders, Success and the planning Documents

- Identifying and managing project stakeholders
- Recognising what success looks like on a project and what the benefits are
- Discussing the purpose of the business case
- Explain the purpose and contents of the project management plan

Risk and Issues

- Outline the risk management process
- Explain the stages of the risk management process
- Recognise the difference between risks and issues in a project environment

Quality management and Scope management

- Describe the 4 key elements in quality management
- Identify the four main breakdown structures related to scope management

Estimating

- Outline the main estimating techniques
- Recognise the use of the estimating funnel



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Scheduling and Resource management

- Define the use of scheduling in projects
- Recognise the resources required to carry out projects
- Identify how procurement is used when acquiring resources for projects

Change and Configuration

- List the sources of change on projects
- Discuss the stages of a change control process

Communication, Information management and Reviews

- Describe the typical barriers to effective communication
- Identify the stages of an information management system
- List the various reviews carried out on a project

Handover and Closure

- Discuss the activities involved in the completion of a project

Personal Action Planning