An Intensive 5 Day Training Course

External Project Management & Integrated Services Approach to Well Construction

Integrating Drilling Project Management and Services

23 - 27 Sep 2018, Dubai
21 - 25 Apr 2019, Dubai

The Registered Education Provider (R.E.P. ID:4349) status with the Project Management Institute (PMI®) enables PetroKnowledge to issue applicable Professional Development Hours/Units (PDHs/PDUs) to participants on this training course, to help you achieve or maintain PMI® professional credentials.

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External Project Management & Integrated Services Approach to Well Construction
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WHY CHOOSE THIS TRAINING COURSE?

Small and large Operators are looking at alternate management systems to drill, complete and repair wells. This training course looks beyond the conventional internal model and presents other approaches that employ External Project Management (EPM) teams and Integrated Services (IS) to improve the overall value.

To conduct well construction and large-scale downhole rejuvenation projects, an Operator must employ a technical engineering team and many specialized products and services. The traditional approach has been to retain internal resources that design the program and select individual suppliers to execute the work. In many circumstances, this may not be possible or does not yield the best results.

Understanding these concepts and identifying where they add value is important to improving wellbore construction efficiency. Knowing the general steps to put these methods in place will allow Operator personnel to select and support the best EPM and IS approach for the application. External suppliers will learn how to participate successfully in offering and providing support to these alternate approaches.

This 5-day highly-interactive PetroKnowledge training course prepares the participants to effectively develop, administer and participate in externally-managed well construction projects. The training course spans the key elements of a project from initial analysis through set up and execution using an independent and/or integrated approach. The participant will also learn useful tools for procurement, bridging and performance management that can be applied in many different fields.

This training course will feature:

• Well Construction work elements and flow
• Drivers for external management & integration
• Management & Integration options
• Contracts, procurement, bridging and KPI/goals
• Start-up, management, evaluation and wind up

WHO IS THIS TRAINING COURSE FOR?

This PetroKnowledge training course is suitable to a wide range of professionals but will greatly benefit:

• Project and General Management
• Operations Managers & Superintendents
• Well construction Engineers and Technicians
• Legal, Administration & Support Personnel
• Field service personnel

WHAT ARE THE GOALS?

At the end of this training course, you will learn to:

• Understand the elements and flow of the well construction process
• Evaluate and determine where EPM and IS can bring value
• Develop models for management and integration
• Prepare contract work scopes, select vendors and apply control systems
• Set-up working systems, manage and evaluate through conclusion

HOW WILL THIS TRAINING COURSE BE PRESENTED?

An experienced engineer who has worked extensively in this area the industry and has good teaching skills will lead the participants of this course. Materials and working documents will be made available to aid students in understanding and future use. The instructor will describe case studies and examples of design, administration and operations. Participants will be encouraged to present their own experiences and develop techniques from the syllabus that will work in their area of business.
Day One: Well Construction Work Elements and Flow

Competency Description: Initiation of a clear understanding of the process and how various elements interrelate. The session will develop critical thinking on where project management and integration are core to success.

Key behaviours

- Understanding of major terms and process flow arrangement
- Identification of primary resources, deliverables and how they interconnect
- Ability to construct a simple schedule to define the project
- Analyze key variables and how these affect a typical project cost and delivery

Topics to be covered

- Well construction and rehabilitation overview
- Design process breakdown
- Approvals and permitting
- Service and materials selection
- Project start-up process
- Execution activity and monitoring
- Evaluation and learning feedback

Day Two: Drivers for External Management & Integration

Competency Description: An appreciation of where the EPM and IS approach can be utilized with corresponding HSE, quality and financial considerations.

Key behaviours

- Analyze specific cases using a systematic approach
- Develop a process to quantify the EPM and IS advantages and disadvantages
- Prepare a simple risk analysis matrix to understand hazards
- Develop a financial model to demonstrate value.

Topics to be covered

- Evaluation of internal resources
- Weighing the value of an EPM approach
- Understanding where IS can bring benefits
- Health Safety and Environment (HSE) considerations
- Assessment of service quality sensitivities
- Determining financial drivers for EPM & IS
- Overall assessment and recommendations

QUALITY CERTIFICATION

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Day Three: Develop Models for Management & Integration

**Competency Description:** Understand how to apply the EPM and IS models to different scenarios. Develop techniques to solicit and prepare for the process.

**Key behaviours**
- Understand the various players and their needs
- Evaluate the best suited style of EPM and IS options.
- Develop a model of key hand-offs
- Build a procurement model that fits all needs
- Present key facets of the approach to secure coordinated support

**Topics to be covered**
- Stakeholder identification
- EPM relationships with stakeholders
- EPM and IS supplier association options
- IS groupings for best value
- Specialized supplier considerations
- Model roll out and peer review

Day Four: Contract, Procurement, Bridging and KPI/Goal Setting

**Competency Description:** Produce key documentation to solicit the EPM and IS suppliers and develop the process for evaluation and award.

**Key behaviours**
- Extract specific details of the EPM and IS requirements
- Interpret areas of legal and administrative requirements
- Adapt a systematic approach to the procurement process
- Develop a customized approach to finalizing contract terms

**Topics to be covered**
- Contract work-scope preparation
- Legal and administrative considerations
- EPM and IS supplier prequalification
- Selection of KPIs and project goals
- Request for proposal (RFP) execution
- Evaluation of proposals
- Contract negotiation and bridging

Day Five: Start-up, Management, Evaluation and Wind up

**Competency Description:** Application approach utilizing specific methods of input to the basic elements of well construction and repair.

**Key behaviours**
- Manipulate the key elements to compliment EPM and IS schemes
- Develop the specific methodology and analysis of schedule and milestones
- Develop a communications plan to support the process
- Ongoing evaluation and input to keep the project on track
- Conclude the process and ensure organizational learning

**Topics to be covered**
- Conceptual design and offset review process
- Supply & logistics sensitivities
- Project schedule and management plan
- Connecting stakeholder links
- Risk management and contingency plans
- Pre-spud process and communications
- Ongoing management and service quality
- Wind up of EPM and IS suppliers
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COURSE DATES, VENUES AND FEES

<table>
<thead>
<tr>
<th>Course Dates</th>
<th>Venue</th>
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<tbody>
<tr>
<td>23 - 27 Sep 2018</td>
<td>Dubai - UAE</td>
<td>4,750</td>
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<tr>
<td>21 - 25 Apr 2019</td>
<td>Dubai - UAE</td>
<td>4,950</td>
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This fee is inclusive of Documentation, Lunch and Refreshments

Please use BLOCK CAPITALS to fill in this form. It is important that you read carefully through all information before starting to complete the form.

REGISTRATION DETAILS

Family Name: ____________________________________________ First Name (Mr./Ms.): _________________________________________
Position: ________________________________________________ Company: ____________________________________________________
Mailing Address: _____________________________________________________________________________________________________
Telephone:____________________ Mobile: _____________________ Fax: ________________________ Email: ________________________

AUTORISATION

Authorisation By: ______________________________________________________________________________________________________
Position: ________________________________________________ Company: ____________________________________________________
Mailing Address: _____________________________________________________________________________________________________
Telephone:____________________ Mobile: _____________________ Fax: ________________________ Email: ________________________

IN-HOUSE TRAINING

Maximize your training budget and have several members of your staff, who require specific training, to attend with the advantage of not incurring additional travel costs when attending a ‘public’ training courses & seminars.

Would you like a PetroKnowledge training course delivered at a time or location to suit you? Would you like PetroKnowledge to tailor a course from our comprehensive library of programmes? Or would you like us to create an entirely new, bespoke course to suit the exact needs of your organisation?

Working in partnership with our clients, PetroKnowledge provides an enjoyable, creative learning experience that enables participants to develop their skills and knowledge. We can deliver not only generic, off-the-shelf courses from our extensive learning portfolio, but we can provide tailored as well as bespoke learning on any aspect of skill development or knowledge. Our in-house courses are conducted by the same expert trainers who conduct PetroKnowledge public courses so you can be assured they will fulfill the learning objective of any organisation.
BOOKING TERMS & CONDITIONS

Booking
• Bookings for courses can be made via our website (petroknowledge.com) or by contacting our Registration Desk on +971 2 5577389 or at reg@petroknowledge.com
• For on-line bookings, please select the course that you require and click on the “Register Now” button, following the instructions step by step
• Upon receipt of booking in order, enrollment on the respective training course will be confirmed by Registration Team with all necessary documentation

Invoicing and Payment
• Our fees include course presentation, relevant materials, physical & digital documentation, lunch and refreshments served during entire training. Accommodation charges are not included in the course fees
• Course fees are payable upon booking unless a valid, authorized Purchase Order is provided and accepted
• Invoices will be sent via email/courier to the ID/name and address provided
• We prefer to have the fees payment in our account before the start of training course. However, if your company has a different payment policy, the same should inform us in advance
• The currency of fees is in US Dollars (USD). Payments can be made in USD or UAE local currency AED (Arab Emirates Dirhams) either by Bank Transfer or by Credit Card. Our Bank Account details will be provided on the Invoice
• Please note that we do accept payment by cash, in USD or AED, only for the last minute bookings

Cancellation of Courses
• It may be necessary for PetroKnowledge to amend or cancel any course, course times, instructors, dates or published fees due to unforeseen circumstances and we reserve the right for such changes
• Any amendments will be advised before the course start date and any bookings already paid in full will not be subject to increased fees

Cancellation by Client
• Once you have completed your booking, received your confirmation of enrollment and a dated payment Invoice, you are deemed to have a contract with PetroKnowledge. You reserve the right to cancel this contract given the below terms
• All cancellations must be received in writing at reg@petroknowledge.com and info@petroknowledge.com at least 14 days prior to the training
• After the cancellation period has expired, consideration may be given, on a case to case basis, if a registered delegate nominates a substitute on the same course, shifts to next session of the course or moves to a new course
• For a cancellation request made on or before the statutory 14 day cancellation period, a refund may be given or a credit note issued which can be used against future course fees
• A 25% administration fee (of the total course fee at the time of booking) will be charged for any cancellations made outside of the statutory cancellation period

Attendance Certificate
• The daily course schedule should be accurately followed to ensure undeterred implementation of our training
• All delegates, who participated in their course throughout, will receive the Certificate of Completion on the last day
• Please report any foreseeable absences to a PetroKnowledge representative or to your sponsors directly
• An absence of three (3) or more sessions of the course will invalidate your eligibility for the Certificate of Completion