Collaborative Project Area for Exploration & Development

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Agenda

1. **How it get stated → Background**

2. **Challenges**

3. **Opportunity / Solution**

4. **Collaborative Project Area**

5. **Business Impact and Value**

How it get started

Background

➢ Currently majority of Project documents being stored on individual/Project network drives or SharePoint Department sites, sometimes across multiple departments.

➢ Some project documents are not accessible to the Project Members or are at risk of being lost or misfiled.

➢ Staff waste a signification amount of time searching through *deep folders*, requesting access to the documents and re-creating new documents due to misfiled or lost ones.

➢ **Process Safety:**

Previous audit highlighted that Project teams struggle to show compliance to the ORS as PCAP Control Points are often not published

ORS = Opportunity Realisation Standard
PCAP = Project Controls and Assurance Plan

Issues & Challenges

What was the issue ?

- *Understanding & defining crucial key* issue that need resolving

Issues and Challenges

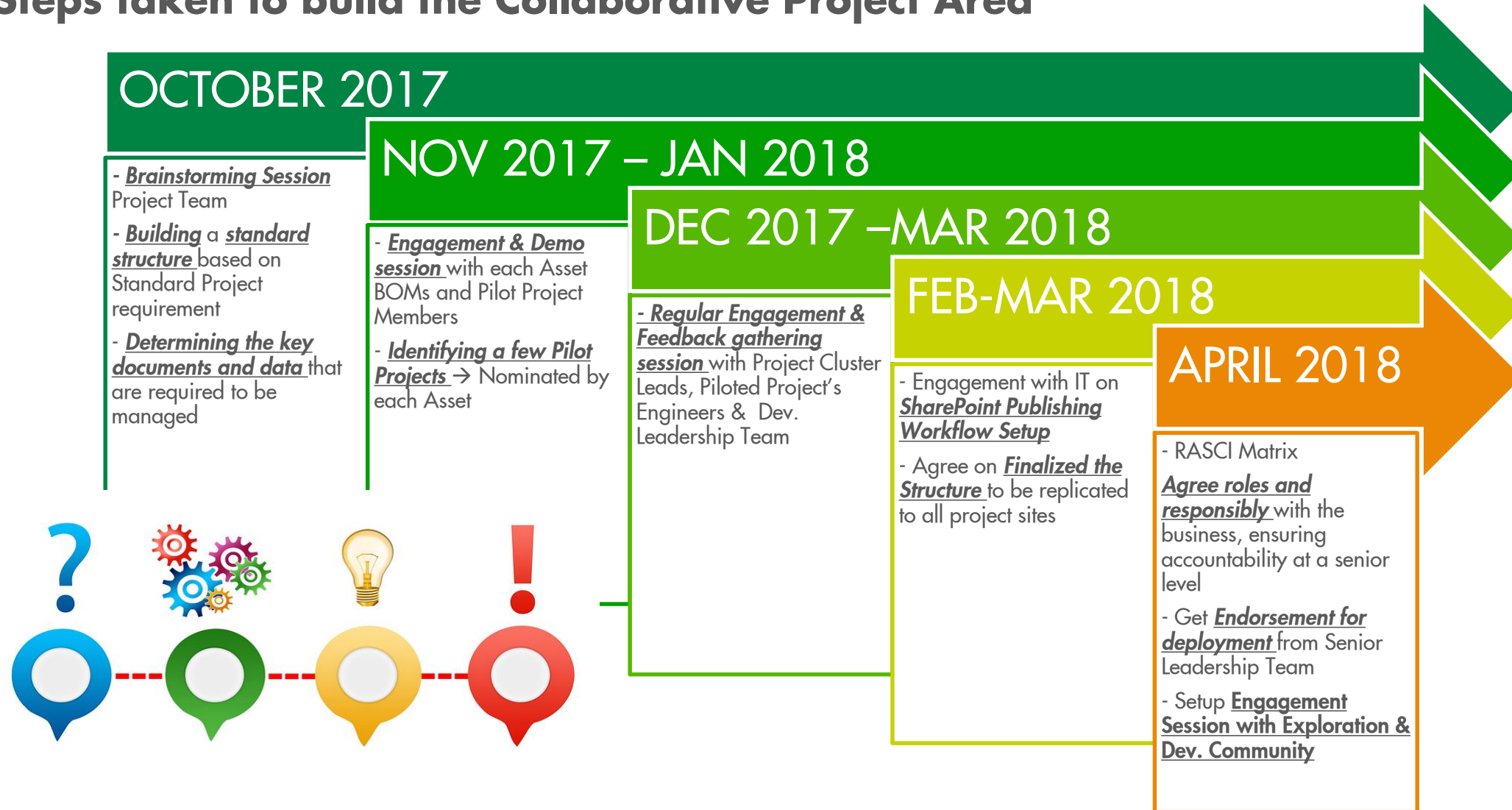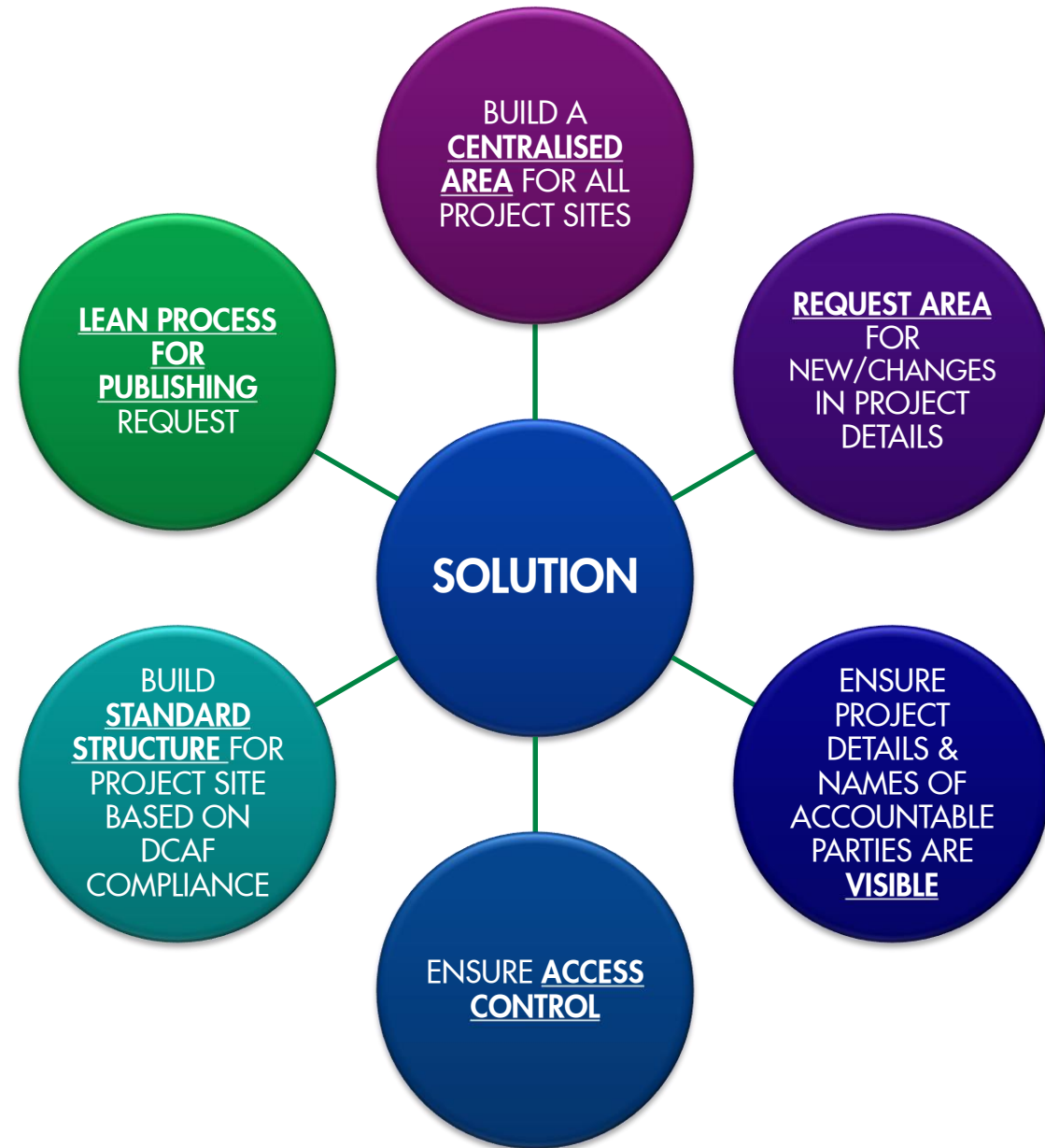| NO CENTRALISED AREA | LACK OF PROPER GOVERNANCE | UNCLEAR ROLES & RESPONSIBILITY FOR PROJECT DOCUMENTS | DOCUMENT STORE IN MULTIPLE AREAS & NOT EASILY ACCESSIBLE | RISK OF DOCUMENTS / DATA BEING LOST OR MISFILED | LACK OF OWNERSHIPS BY ACTION PARTIES | NAME OF ACCOUNTABLE PARTY NOT VISIBLE | RISK OF NON-COMPLIANCE TOWARDS THE ORP |

Steps taken to build the Collaborative Project Area

OCTOBER 2017

- *Brainstorming Session* Project Team
- *Building* a *standard structure* based on Standard Project requirement
- *Determining the key documents and data* that are required to be managed

NOV 2017 – JAN 2018

- *Engagement & Demo session* with each Asset BOMs and Pilot Project Members
- *Identifying a few Pilot Projects* → Nominated by each Asset

DEC 2017 –MAR 2018

- *Regular Engagement & Feedback gathering session* with Project Cluster Leads, Piloted Project's Engineers & Dev. Leadership Team

FEB-MAR 2018

- Engagement with IT on *SharePoint Publishing Workflow Setup*
- Agree on *Finalized the Structure* to be replicated to all project sites

APRIL 2018

- RASCI Matrix *Agree roles and responsibly* with the business, ensuring accountability at a senior level
- Get *Endorsement for deployment* from Senior Leadership Team
- Setup *Engagement Session with Exploration & Dev. Community*

Solution

Problem
Analysis
Solution

BUILD A **CENTRALISED AREA** FOR ALL PROJECT SITES

LEAN PROCESS FOR PUBLISHING REQUEST

REQUEST AREA FOR NEW/CHANGES IN PROJECT DETAILS

SOLUTION

BUILD **STANDARD STRUCTURE** FOR PROJECT SITE BASED ON DCAF COMPLIANCE

ENSURE PROJECT DETAILS & NAMES OF ACCOUNTABLE PARTIES ARE **VISIBLE**

ENSURE **ACCESS CONTROL**

DCAF: Discipline Control and Assurance Framework
PCAP: Project Controls Assurance Plan

Collaborative Project Area

TECHNICAL DATA MANAGEMENT
GLOBAL DISCIPLINE (BRUNEI SHELL PETROLEUM)
COLLABORATIVE PROJECT AREA

Welcome to the COLLABORATIVE PROJECT AREA (CPA)

It is a centrailised area which contains:

- *List of Subsurface PROJECT SITES*
- *An area to REQUEST for NEW Project Site*
- *HCM or other Project related DASHBOARDS*
- *ORP Compliance DASHBOARD*
- *PMA Obligation DASHBOARD*
- *Useful LINKS to DOCUMENT & RECORDS related Areas*

BENEFITS of the CPA:

- *1 stop Area to access Subsurface PROJECT SITES, Docs & Project DASHBOARDS*
- *Ensure the safeguard of all KEY PROJECT DOCS & RECORDS*
- *Provide leaner way to request for FINAL RECORDS PUBLISHING into EP Catalog SIRUS*
- *Better access Control to Project Sites*
- *Improve Projects Document Management*
- *Support HCM Workflow, Subsuface and Wells GRM & ORS Compliance*
- *Support any future Digitalisation / Text Analytics intiatives.*

* PMA = Petroleum Mining Agreement

Project Site Navigation List

All Projects

Ongoing Projects

Close-out Projects

Click on the button to view the list of all existing CPA Project Sites

CPA Support Focal Point Contacts

EXPLORATION	Nuruljannah Hj Zaini TDM/651 Andyrian Awang Pedian TDM/611
EAST	Nurhidayah Tengah TDM/21
WEST	Zainah Tengah TDM/31 Zainab Bakri TDM/31
DARAT	Emmy Jabair TDM/41
DEV. STUDIES	Surina Kambar TDM/51 Mohamad Rusdi Manap TDM/51

MAIN HELP & SUPPORT E-MAIL:
BSP Subsurface & Wells DRM BSP-TDM/65

Send us your feedback

Share with us your opinions, comments and issues about the site
Click here to go to the Feedback Page

Request Form for New / Updates of Project Sites Details

Guide on how to use the Collaborative Project Area & Project Site

COLLABORATIVE PROJECT AREA

FORM REQUEST FOR A NEW/UPDATE OF AN EXISTING CPA SITE	**FORM** REQUEST DOCUMENT SET WITH LIMITED ACCESS	COLLABORATIVE PROJECT AREA - Onboarding Engagement Pack ON-BOARDING PACK
CPA's WORKFLOW	CPA's RASCI MATRIX	COLLABORATIVE PROJECT AREA POSTER

USEFUL LINKS

Generic Maturation Process for Infill Development	DCAF (Discipline Control & Assurance Framework)	**E&P CATALOG** E&P CATALOG
DROPBOX PE Dropbox	TDE (Technical Data Export) & RTI (Release of Technical	E-WELLFILE NAVIGATION LIST
		DCAF Assurance Tracker TEMPLATE

USER GUIDE

How to Request for a New Project Site	How to use feature in The CPA Project Site
How to Request for Document Set with Limited Access	How to request for Document Publishing into EP Catalog

Navigation Page

Project Site Main Page

Contains:
1) Project details

2) Links to EP Catalog Tracker or others sites to the Project

3) Setup with the standard 1st Level DG Folders

4) - User guidelines for the Project Site
    - Important & Useful information
    - Link to Main CPA Site, Project Navigation List & PE Dropbox

Document Library

To **publish final document into EP Catalog,** fill in all the Mandatory (*) Columns correctly, then proceed to change "To be publish?" field from NO -> YES

Proper naming convention for the "Title" of document will be: *<Project name> <ID#> <DG#> <Document Title> <Well Name>*

To request creation of **Document Set** for document/s with **limited access,** click *HERE*

Reminder & Useful Info are kept at the top of the library

Changing from NO to YES
→ Auto trigger publishing email request to the Subsurface & Well DRM Team Functional Email

Metadata defaulted based on Folder

Enforces Mandatory Field (*) → must be correctly filled before requesting for publishing.
(EP Catalog & DRM Publishing requirement)

(+) **new document** or drag files here

All Documents   Checked Out   Group by Master Control   •••   Find a file

✓	📄	Name		DG*	Master Control*	Confidentiality Classification	Title*	Author*	To be published?	EP Number	Published in EPC	Modified	Mod
	📄	1000 _DG1_Slidepack	•••	DG1: Identify	Output DRB Minutes (DRB Feedback)	Confidential	1000 _DG1_Slidepack	Oluseye Ogunsina	YES	EP201709203923	9/25/2017	April 30	▨ E
	📄	1000 _DG1_MoM	•••	DG1: Identify	Output DRB Minutes (DRB Feedback)	Confidential	1000 _DG1_MoM	Age Fongers	YES	EP201709203924	9/25/2017	April 30	▨ E
	📄	Project A 1000 DG1 PPD	•••	DG1: Identify	Project Premises Document	Confidential	Project A 1000 DG1 PPD Well-1	Project A Development Team	YES	EP201606203391	6/15/2016	April 30	▨ E
	📄	DG1 DRB MOM 1000 16.08.18	•••	DG1: Identify	Output DRB Minutes (DRB Feedback)	Confidential	DRB MOM 1000 for August 2018		NO			March 22	▨ E
	📄	Project1_first_Draft_PPD	•••	DG1: Identify	Other Supporting Documents	Confidential	Project1_first_Draft_PPD		NO			March 22	▨ E

Published Documents (Records)

Provides PROJECT TEAM
→ Full details of their published DCAF Documents and also direct access to open it within the project site

Project Documents published in EP Catalog

All Documents   Checked Out   **PublishedinEPC**   ···   Find a file 🔍

Direct link to Published document are also kept in Project Site

✓	📄	Name		Title*	Author*	DG*	Master Control*	Confidentiality Classification	EP Number	Date Published in EPC	Modified	Modifie

DG* : DG1: Identify (4)

▷ Master Control* : Other Supporting Documents (1)

◢ Master Control* : Output DRB Minutes (DRB Feedback) (2)

| | 📄 | 1000_DG1_Slidepack | ··· | ProjectA_DG1_DRB Slide pack | Oluseye Ogunsina | DG 1: Identify | Output DRB Minutes (DRB Feedback) | Confidential | EP201709203923 | 9/25/2017 | April 30 | ▬ Basi |
| | 📄 | 1000_DG1_MOM | ··· | ProjectA_DG1_MOM | Age Fongers | DG 1: Identify | Output DRB Minutes (DRB Feedback) | Confidential | EP201709203924 | 9/25/2017 | April 30 | ▬ Basi |

◢ Master Control* : Project Premises Document (1)

| | 📄 | Project A 1000 DG1 PPD | ··· | Project A 1000 DG1 PPD | Project A Development Team | DG 1: Identify | Project Premises Document | Confidential | EP201606203391 | 6/15/2016 | April 30 | ▬ Basi |

▷ **DG* : DG2: Assess (5)**

▷ **DG* : DG3: Select (1)**

CPA Document Management Lifecycle

Project Captured

Working & Publish Documents

Publishing Request

Publish Documents

Monitor

Business Value

Centralised Area for all Project Sites

Support FUTURE Digitalisation Initiatives

Improve Access Control to Project Documents

Collaborative Project Area

Compliance towards the Opportunity Realisation Standards

Document Management (Published as Records)

LEANER process of FINAL Document Publishing Request

Safeguarding all KEY Prospect & Project Document

VALUE on EFFICIENCY, COST or OPERATIONAL EXCELLENCE

➢ **IMPROVE the QUALITY** of report provided - **FINAL**

➢ **MANPOWER TIME SAVED** - Less time wasted by Project Engineers to Search or Publish the documents.

Average Time Spend by Project Engineers

Requesting for Document publishing	➡ Reduction in more than 70% Time Spent (10 mins → 2-3 mins per doc)
Searching / Accessing files	➡ Reduction in **50%** Time Spent (2 hrs → less than 1/2 hr per day)

➢ **IMPROVE COMMUNICATION & COLLABORATION**

→ Accountable parties are more visible.

➢ **Increase the AVAILABILITY** & ensure **SAFE GUARDING of KEY PROJECT** Documents

➢ **IMPROVE PROCESS SAFETY** - ORS Compliance

Business Impact

With *continuous support* from our *Exploration, Subsurface & Development Leadership Team, Project Engineers* and *Data Management team*

*Currently, already **contains** 160+ Project **Sites** which is inclusive of 45 Exploration Projects*

Improve collaboration between Subsurface, Wells & Surface Community
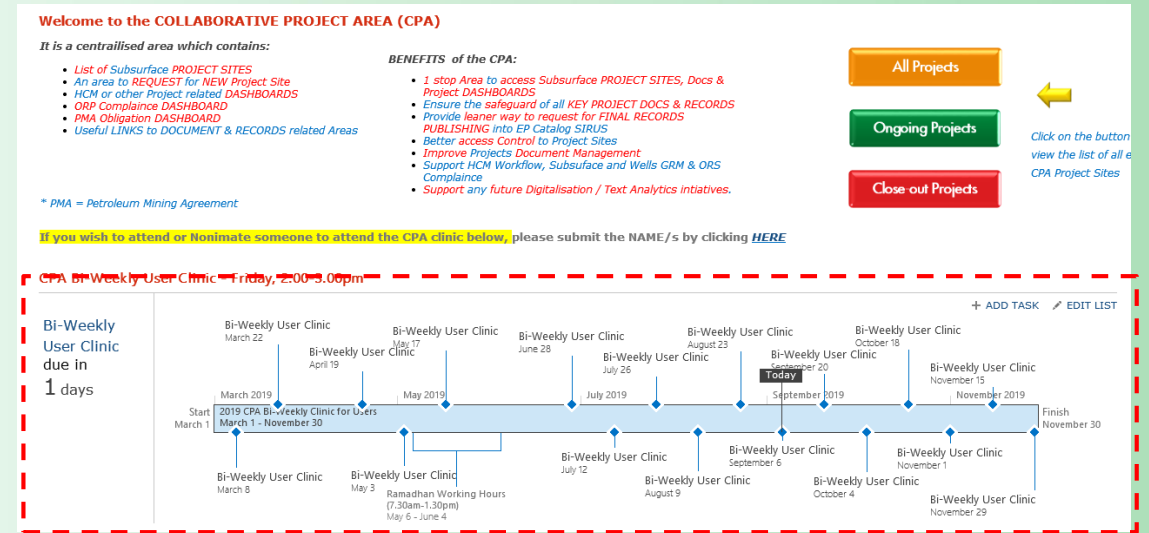
Current Challenges

Change Management

- Getting users to move away from departmental or external drives

- Some users are still not familiar and is unwilling to use/move to Sharepoint

BUT with GOOD Continuous Support from Leadership Team, it prompted users to utilise the current improved ways of doing.

Continuous Improvements

1) Bi-Weekly User Clinic

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If you wish to attend or Nonimate someone to attend the CPA clinic below, please submit the NAME/s by clicking HERE

All Projects
Ongoing Projects
Close-out Projects

Click on the button view the list of all e CPA Project Sites

2) Creating Dynamic Project ORS Compliance Tracker and Dashboard via Spot Fire

Questions and Answers

Q&A

YEARS

BRUNEI
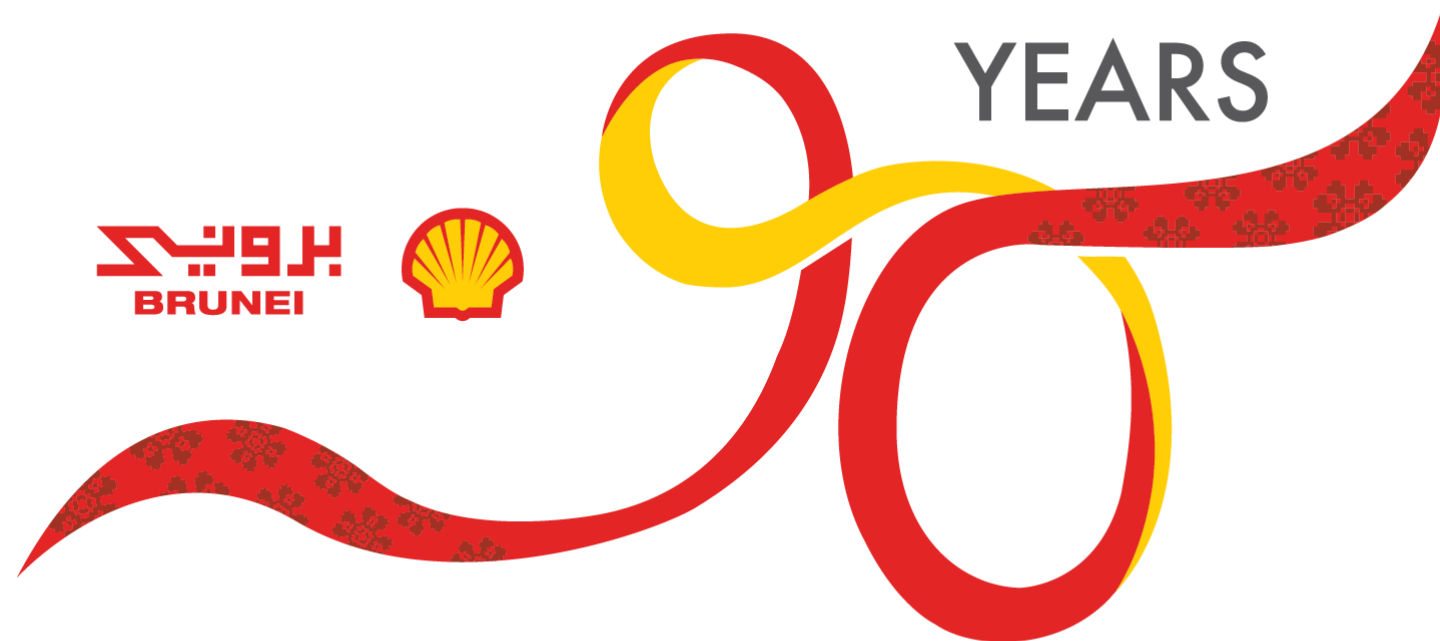
HONOURING THE PAST, MAKING THE FUTURE.