Collaborative Project Area for Exploration & Development

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Hjh Noor Raidah Haji Basir
DRM Coordinator for Subsurface and Wells
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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 significant 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

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Steps taken to build the Collaborative Project Area

**OCTOBER 2017**
- Brainstorming Session
- 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**

- Build a centralised area for all project sites
- Ensure access control
- Lean process for publishing request
- Build standard structure for project site based on DCAF compliance
- Ensure project details & names of accountable parties are visible
- Request area for new/changes in project details

DCAF: Discipline Control and Assurance Framework
PCAP: Project Controls Assurance Plan
**Collaborative Project Area**

**Welcome to the COLLABORATIVE PROJECT AREA (CPA)**

It is a centralised area which contains:

- List of Subsurface PROJECT SITES
- An area to REQUEST for NEW Project Sites
- ECM or other Project related DASHBOARDS
- GRP Compliance DASHBOARD
- OMA Obligation DASHBOARD
- Useful LINKS to DOCUMENT & RECORDS related Areas

**BENEFITS of the CPA:**

- 1 stop Area to access Subsurface PROJECT SITES, Docs & Project DASHBOARDS
- Browses the safeguard of all KEY PROJECT DOCS & RECORDS
- Provides simpler way to request for FINAL RECORDS PUBLISHING into EP Catalog STATUS
- Better access Control to Project Sites
- Improves Projects Document Management
- Support ECM Workflow, Subsurface and Wells GRM & OGS Compliance
- Support any future Digitalisation / Text Analytics initiatives.

* RMA = Petroleum Mining Agreement

**Request Form for New / Updates of Project Sites Details**

**Useful LINKS:**

- E&P CATALOG
- DCA (Discipline Central & Assurance Framework)
- E&P Catalog
- IX Dropbox
- OTO (Technical Data Deposit) & SIT (Delegation of Tendering)
- E-WELLFILE NAVIGATION LIST
- DCAF Assurance Tracker TEMPLATE

**CPA Support Focal Point Contacts**

- **EXPLORATION**
  - Nuruljannah Hj Zaini TDM/651
  - Andriyan Arining Padlan TDM/611
- **EAST**
  - Nuhridayah Tangah TDM/21
- **WEST**
  - Zainah Tangah TDM/31
  - Zainah Bakri TDM/31
- **OARAT**
  - Emmy Jabbar TDM/41
- **DEV. STUDIES**
  - Surina Kamar TDM/51
  - Mohamad Rusdi Hanap TDM/51

**MAIN HELP & SUPPORT E-MAIL:**

BSP Subsurface & Wells DMM BS-P-TEM/65

**Send us your feedback**

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

**USER GUIDE**

- How to Request for a New Project Site
- How to use Notices for the CPA Project Site
- How to use Notice for the CPA Project Site
- How to Request for Access and set with Limited Areas
- Publishing via IT Cataloging
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
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)
### Published Documents (Records)

**Project Documents published in EP Catalog**

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<th>Title*</th>
<th>Author*</th>
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Direct link to Published document are also kept in Project Site

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

- Project Captured
- Working & Publish Documents
- Monitor
- Publish Documents
- Publishing Request
Business Value

Support FUTURE Digitalisation Initiatives

Centralised Area for all Project Sites

Improve Access Control to Project Documents

Compliance towards the Opportunity Realisation Standards

Collaborative Project Area

Document Management (Published as Records)

LEANER process of FINAL Document Publishing Request

Safeguarding all KEY Prospect & Project Document

Compliance Concept Animation

Requirements

Regulations

Policies

Laws

Standards

Transparency

Compliance

Support FUTURE Digitalisation Initiatives

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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
  \( \text{Reduction in more than } 70\% \text{ Time Spent} \)
  \( (10 \text{ mins } \rightarrow 2-3 \text{ mins per doc}) \)

- Searching / Accessing files
  \( \text{Reduction in } 50\% \text{ Time Spent} \)
  \( (2 \text{ hrs } \rightarrow \text{ less than } 1/2 \text{ hr per day}) \)

➢ IMPROVE COMMUNICATION & COLLABORATION
\( \rightarrow \) 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**

- 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**

   Welcome to the COLLABORATIVE PROJECT AREA (CPA)

   **Bi-Weekly User Clinic**

   1) **Weekly User Clinic**
   2) Creating Dynamic Project ORS Compliance Tracker and Dashboard via Spot Fire

   **Continuous Improvements**

   - Bi-Weekly User Clinic due to 1 days

   **1) Bi-Weekly User Clinic**

   **2) Creating Dynamic Project ORS Compliance Tracker and Dashboard via Spot Fire**
Questions and Answers
HONOURING THE PAST, MAKING THE FUTURE.