Quantify the value of your Document Management Investment & apply Best Practices to develop a robust Information Management framework

“Paul is an experienced information professional, with a proven track record in records management and general consultancy. I have worked with Paul on several large scale projects. During all of these, Paul has the ability to lead and deliver on a clear strategy for organizations that enhances productivity and adds value. Often, this is done from a standing start where the road ahead is unclear and uncertain. I would recommend Paul for any business consultancy project, and also within the records management arena.”

- National Manager
Dr. Paul Duller is Consultancy Services Director of Tribal Education Limited. An international information management specialist with over 25 years experience in the oil sector, Paul is also a chartered geologist and scientist, director and previous chair of the UK Information and Records Management Society, chairman of the Data Management Group of the Petroleum Exploration Society and the Chair of the Geoscience Information Group of the Geological Society.

Paul is an editor of the Bulletin of the Information and Records Management Society and has also been widely published in the field of information, records and knowledge management.

Paul has considerable experience in the project management of large-scale information management projects (both physical and electronic documents and data) and the development and implementation of information management policies, strategies and retention schedules. He has worked an Information consultant in the Ministry of Petroleum and Minerals in the Sultanate of Oman, as Information Manager in two major US Oil companies and is currently responsible for Tribal's service provision in a range of international oil companies and government agencies.

Paul has undertaken a wide range of information and records management projects in the E&P sector both in the UK and internationally and is currently retained as Information Advisor by a number of government agencies. Tribal’s 60+ oil sector client list includes:

- Afren
- Addax Petroleum
- Anadarko
- BG Group
- BHP Biliton
- BOC
- BP
- Cairn Energy
- Chevron
- Conoco Philips
- ENI
- EON
- Kerr McGee
- Maersk
- Qatar Petroleum
- Sasol
- Schlumberger
- Shell
- Shell International
- Talisman
- Total
- Talisman
- Total
- Wintershall

Workshop overview

The importance of effective Oil & Gas Data and Document Management is widely underestimated, yet in many cases it can be the critical factor determining success or failure of a company initiative. With increasing data growth and the resources to manage it are not, this presents a considerable challenge for companies to develop good data management to remain competitive in the marketplace.

The four day workshop has been designed to help oil and gas company staff understand the issues and challenges faced by data and document managers in this sector and recognize the importance of information management. With time-proven methodologies and techniques, the course facilitator, Paul Duller, will help the delegates understand and implement key document management tools. Delegates will also be introduced to the use of data quality control, quality assurance and audit procedures. The course will also highlight the different types of risks facing the oil and gas sector and provide guidance on disaster recovery and business continuity planning. Last, but not least, delegates will be able to carry out a benefits analysis to quantify the cashable cost savings associated with the implementation of a robust data management framework.

This workshop is highly practical and informative. It introduces a number of new tools and techniques that could form the basis of the delegates’ own data and document management strategy. It also provides case histories and access to the experience of one of the leading experts in this field.
Programme schedule

Part one

Data and Documents in the Oil and Gas Sector

This section provides an overview of the issues and challenges faced by data and document managers in the petroleum sector, as well as outlining the aims and objectives for the workshop.

- People, processes and technology
- The challenges geological data
- Physical and electronic information management
- Benefits of good information management
- International Standards and definitions
- Data Quality
- Information Security and audits
- Knowledge Management

Document and Records Management

This section introduces all of the key components of a records management programme, including:

- Physical and electronic document management
- The benefits of good records management
- Classification schemes and file plans
- Retention and disposal schedules
- Vital records and business continuity
- Electronic records management
- Storage options
- ISO 15489 and ISO 30300 (the international records) (information and document management standards)
- Change management

Developing corporate file plans

This section demonstrates how these key document and record management tools are developed and implemented. Key topics covered:

- File plan issues and problems
- Developing your corporate file plan
- Implementation options
- Change management activities

Part two

The quality assurance of geological data

This section provides a clear understanding of the nature, origin and quality of different types of data and metadata, and the use of data quality control, quality assurance and audit procedures to ensure the correctness (or accuracy) of the data. Areas to be covered include:

- Introduction to data quality
- Sources of error and integrity analysis
- Tracking and fixing data quality errors
- Metadata standards
- Case histories and new technologies
- The 8 point action plan

Disaster prevention and recovery

This section highlights the different types of risks facing the oil and gas sector and provides guidance on how they can be combated. Attendees will learn how deal with emergency situations and protect their information assets.

- Problems, pitfalls and other issues
- Vital records
- Disaster recovery
- Business continuity planning
- Information security
- Risk assessment

Information Governance

This section considers key information governance issues and discusses the techniques to address them. Key topics include:

- Long term trends
- The information rights agenda
- Legislative controls
- Policies and procedures
- Monitoring and assessment
- Quality, accountability and compliance
- Knowledge management

Part three

From Web 2.0 to Enterprise 2.0

This section will consider how information managers can harness and internalize the power of Web 2.0 within their own organizations (Enterprise 2.0) to get groups of people to work together, and create a positive impact on productivity and performance in the process. Key topics to be covered include:

- The need for collaboration
- 21st century tools and techniques
- Social computing and e-collaboration tools
- Risks, Issues and rewards
- The barriers to collaboration
- The challenges

Developments in knowledge management

This section will outline some of the latest thinking in knowledge management and introduce a number of practical knowledge management tools and techniques that could form the basis of their own knowledge management strategy. These include:

- Knowledge audits
- Communities of Practice
- Knowledge exchange
- Peer reviews
- After action and retrospective reviews
- Knowledge cafes and knowledge marketplace
Programme schedule (continued)

Benefits Analysis

This section identifies the different types of savings and benefits possible and provides a series of methodology to quantify the cashable cost savings associated with information and records management projects. Key topics to be covered include:

- Types of savings
- Calculating the benefits
- Cashable, non-cashable, tangible and tacit benefits
- Benefits Analysis
- Benefits Dependency Diagrams

Part four

Creating an information management strategy

Most oil and gas companies regard their information (data and documents) as key information assets, however, few have a formal information management strategy in place. This creates risks and uncontrolled (and uncontrollable) costs. Key topics to be covered in this section include:

- What is information and why is it important?
- Why information needs to be managed
- The Principles of information management
- The components of an IM Strategy
- Implementation of practical changes
- Change management.

Hands-on exercises based on theories and case studies will be discussed in great detail at the end of each section.

Programme schedule

The public version of this course is normally run over a four day period, but can be extended for in-house purposes by 2-3 days to accommodate specific local requirements, additional modules and facilitated workshops.

Why should you attend?

This workshop will provide you with a firm understanding of data and document management in the oil & gas sector. With increasing data and document management growth, a robust information management framework is required within every company to stay competitive and reduce risk. Tapping the expertise of Dr. Paul Duller, one of the leaders in this field, you will learn to develop a customised information management strategy.

In addition, the latest developments and advancements in this area will be explored. At the end of the four day workshop you will leave the workshop with a new set of practical tools to apply immediately to your daily work.

Who should attend?

This workshop is designed for staff who manage or are involved with any aspect of data and document management/document control within an oil and gas company, or support organisation. It has been specifically designed to support activities in the following departments:

- Exploration and Production
- Information Management
- Legal, Finance and HSEQ
- Data and Document Management.

“Paul brings both information management expertise and sound business acumen to projects and has continually provided valuable and creative business solutions.”
- Head of Information Management

To register your attendance please contact:

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