Foundations of Operations Planning

Energy Milestones Corporation

Advancing Professionals to the next level

Energy Milestones is proud to be accredited, partner and associated with the following association bodies:

Foundations of Operations Planning

Overview

This course will show you how to turn strategic goals into specific, sequenced activities. You will learn how to allocate appropriate resources and how to budget and allocate time to these activities. You will also learn how to allocate your team members to proper tasks, building team capability.

Course Objectives

- Develop operational plans
- Consulting with stakeholders
- Plan for and allocate resources
- Allocate appropriate costing and time frames to the plan
- Match team member capability and build that capability over time
- Identify risks and develop contingency plans
- Monitor performance aspects of the plan.

Course Content

1. Operational planning
   - What is operational planning?
   - Converting strategy into operational plans
   - Effective planning concepts
   - Consulting with stakeholders
   - Setting SMART objectives

2. Developing operational plans
   - Developing activities to achieve the objectives
   - Sequencing the activities and allocating time frames
   - Allocating resources
   - Setting budgets

Foundations of Operations Planning

Course Content

3. Risk and contingency plans

- Identifying risks
- Analysing risk
- Treating risks and developing contingency plans
- Monitoring risk

4. The team

- Assigning activities to appropriate team members
- ERM Road Map
- Matching capabilities
- Building capability in the team
- Procuring human resources

5. Implementing the plan

- Monitoring performance
- Rectifying underperformance
- Variations to the plan
- Reporting requirements
- Managing the team

Foundations of Operations Planning

Targeted Audience

- Operations supervisors
- Production engineers
- Instrumentation and control engineers
- Compliance and safety officers
- Cybersecurity analysts
- Reservoir engineers
- Drilling and completion engineers
- Well services and field operators
- Data scientists
- Digitalization contractors
- Computer security analysts
- Geologists and geophysicists
- Planning and business analysts
- IT specialists and managers

Course Methodology

Facilitated by an experienced professional trainer, this training course will be conducted as a highly interactive workshop session. A variety of training methodologies and facilitation techniques will be used before and during the course whenever applicable. These methods are aimed at enhancing individual and group interaction while maximizing learning. Some of these methods are:

- Online Pre-post Test
- Colorful Visual Aids
- Gamification
- Self-Assessment Instruments
- Simulations
- Case Studies
- Videos
- Group Exercises & Discussions
- Role-plays
- Indoor & Outdoor games