COURSE OVERVIEW PM0042
Project Management in Oil & Gas

Course Title
Project Management in Oil & Gas

Course Date/Venue
Session 1: June 07-11, 2026/Tamra Meeting Room, Al Bandar Rotana Creek, Dubai, UAE or Online Virtual Training
Session 2: December 13-17, 2026/Tamra Meeting Room, Al Bandar Rotana Creek, Dubai, UAE or Online Virtual Training

Course Reference
PM0042

Course Duration/Credits
Five days/3.0 CEUs/30 PDHs

Course Description

This practical and highly-interactive course includes various practical sessions and exercises. Theory learnt will be applied using our state-of-the-art simulators.

This program is designed to provide participants with the necessary knowledge in several topics related to the Oil & Gas field. The program starts in the first part by discussing project management which gives participants the foundation, techniques and tools to manage each stage of the project life cycle, work within organizational and cost constraints, set goals tied directly to stakeholder needs, get the most from their project management team, and utilize state-of-the-art project management tools to get the work done on time and within budget.

The second part provides basic contract management and administration principles, policies, responsibilities and proven best practices. The third part is designed to establish a thorough understanding of the fundamentals of effective turnaround management. Numerous examples and case studies based on completed turnarounds are used to emphasize major strategic planning and management issues essential to successful turnarounds.

During this interactive course, participants will also learn the oil and gas project management; the definition of a project in the context of oil and gas; the project management methodology, project management and life cycles; defining and organizing the project; the communication and collaboration in projects; planning the project; the timeline and resource management; the risk management in projects; the contract law in oil and gas, contract administration and management; planning for contract execution; the transition to project tracking and teamwork in oil and gas projects; the governance, performance and financial controls; the communications and interface management, shutdowns and turnarounds; the shutdown planning and preparation, critical path and other planning methods; the costs, control and contractors; the safety, quality and environmental management; and integrating risk management into shutdown planning.

Course Objectives

Upon the successful completion of this course, each participant will be able to:-

- Apply and gain an in-depth knowledge on oil and gas project management
- Explain the importance, history and evolution of project management in the sector
- Identify the characteristics of a project and the differences between projects, operations and tasks
- Differentiate waterfall versus agile versus hybrid methodologies and recognize the benefits and challenges in the oil and gas industry
- Carryout project initiation, planning, execution, monitoring and closure as well as identify the life cycle stages in oil and gas projects
- Set project objectives, scope and parameters as well as establish the project organization and governance
- Outline modes of communication, explain the importance of effective communication and tools to facilitate it and select common practices to follow
- Divide the project into manageable components and identify and analyze dependencies
- Estimate the project timeline and assess resource requirements and allocation
- Identify and analyse potential risks as well as develop preventive and reactive contingency plans
- Review the concepts and principles of contract law specific to the industry as well as apply contracting methods and develop contract pricing agreements
- Examine contract management process and administration realities as well as carryout contract administration planning through an organized and logical approach
- Review disputes resolution process and changes management as well as distinguish risk versus opportunity of change management
- Recognize the power of planning, monitor progress, tools and techniques as well as develop quality assurance and acceptance payment management and terminations

- Explain contract closeout and termination and outsourcing environment
- Track and manage the project through various stages, collect task status information and analyze variances
- Assess and implement adaptive actions, report projects progress and close out the project
- Identify roles and responsibilities as well as collaborate and communicate within the team
- Examine governance structures and program offices as well as review performance, new services and financial controls management
- Ensure smooth communication across all stakeholders and apply proper tools and techniques to improve project communication
- Discuss the need and strategy for shutdowns, shutdown/TA problems and issues and common issues in shutdown and turnaround
- Determine work scope development and work breakdown structures as well as carryout organization, roles and planning techniques
- Apply proper management planning, shutdown/turnaround preparation, plant shutdown and preparation for maintenance as well as develop shutdown and turnaround plans
- Carryout critical path planning method in detail, "short cut" planning methods and scheduling multiple projects
- Develop shutdown budgets and cost control mechanisms and carryout materials planning, control and collaboration with contractors including progress, cost control and productivity tracking
- Ensure safety protocols are followed and meet quality standards and environmental considerations
- Integrate risk management into shutdown planning as well as apply proactive risk assessment techniques and tools for continuous risk management

Exclusive Smart Training Kit - H-STK®

*Participants of this course will receive the exclusive "Haward Smart Training Kit" (**H-STK®**). The **H-STK®** consists of a comprehensive set of technical content which includes **electronic version** of the course materials conveniently saved in a **Tablet PC**.*

Who Should Attend

This course provides an overview of all significant aspects and considerations of oil and gas project management from administration and middle management sectors of the oil and gas industry, including both professional and support staff. This includes directors, managers, project managers, team leaders, department heads, project engineers, production managers, operations managers, facility engineers, maintenance managers, maintenance engineers, consultants and group leaders.

Virtual Training (If Applicable)

If this course is delivered online as a Virtual Training, the following limitations will be applicable:-

Certificates	Only soft copy certificates will be issued to participants through Haward's Portal. This includes Wallet Card Certificates if applicable
Training Materials	Only soft copy Training Materials (PDF format) will be issued to participant through the Virtual Training Platform
Training Methodology	80% of the program will be theory and 20% will be practical sessions, exercises, case studies, simulators or videos
Training Program	The training will be for 4 hours per day starting at 0930 and ending at 1330
H-STK Smart Training Kit	Not Applicable
Hands-on Practical Workshops	Not Applicable
Site Visit	Not Applicable
Simulators	Only software simulators will be used in the virtual courses. Hardware simulators are not applicable and will not be used in Virtual Training

Training Methodology

All our Courses are including **Hands-on Practical Sessions** using equipment, State-of-the-Art Simulators, Drawings, Case Studies, Videos and Exercises. The courses include the following training methodologies as a percentage of the total tuition hours:-

30% Lectures
20% Practical Workshops & Work Presentations
30% Hands-on Practical Exercises & Case Studies
20% Simulators (Hardware & Software) & Videos

In an unlikely event, the course instructor may modify the above training methodology before or during the course for technical reasons.

Accommodation

Accommodation is not included in the course fees. However, any accommodation required can be arranged at the time of booking.

Course Fee

F2F Classroom: US$ 5,500 per Delegate + **VAT**. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Online Virtual: US$ 2,750 per Delegate + **VAT**.

Course Certificate(s)

Internationally recognized certificates will be issued to all participants of the course who completed a minimum of 80% of the total tuition hours

Certificate Accreditations

Haward's certificates are accredited by the following international accreditation organizations:

- British Accreditation Council (BAC)

  Haward Technology is accredited by the **British Accreditation Council** for **Independent Further and Higher Education** as an **International Centre**. Haward's certificates are internationally recognized and accredited by the British Accreditation Council (BAC). BAC is the British accrediting body responsible for setting standards within independent further and higher education sector in the UK and overseas. As a BAC-accredited international centre, Haward Technology meets all of the international higher education criteria and standards set by BAC.

- The International Accreditors for Continuing Education and Training (IACET - USA)

  Haward Technology is an Authorized Training Provider by the International Accreditors for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this authority, Haward Technology has demonstrated that it complies with the **ANSI/IACET 2018-1 Standard** which is widely recognized as the standard of good practice internationally. As a result of our Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for its programs that qualify under the **ANSI/IACET 2018-1 Standard**.

  Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking **Continuing Education Units** (CEUs) in accordance with the rules & regulations of the International Accreditors for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

  Haward Technology Middle East will award **3.0 CEUs** (Continuing Education Units) or **30 PDHs** (Professional Development Hours) for participants who completed the total tuition hours of this program. One CEU is equivalent to ten Professional Development Hours (PDHs) or ten contact hours of the participation in and completion of Haward Technology programs. A permanent record of a participant's involvement and awarding of CEU will be maintained by Haward Technology. Haward Technology will provide a copy of the participant's CEU and PDH Transcript of Records upon request.

Course Instructor(s)

This course will be conducted by the following instructor(s). However, we have the right to change the course instructor(s) prior to the course date and inform participants accordingly:

Mr. Eric Horne, MBA, PMP, PMI-RMP & SMC, HNDPM, NDOWS, T3 (Mech), is a **Senior Project Management Consultant** with over **30 years** of training and industrial experience. His expertise lies extensively in the areas of **Projects**, **Contracts**, **Operations**, **Procurement**, **Production**, **Finance** and **Supply Chain** Management. Further, Mr. Horne is an expert in **Project Management** Professional (**PMP**), **Project Risk Management** Concepts, **Project Management** Processes, **Project Time** Management, **Project Cost** Management, **Project Quality** Management, **Quality** Assurance, **Project Human Resource** Management, **Project Integration** Management, **Project** Management Plan, **Project Work** Monitoring & Control, **Project Scope** Management, **Project Communications** Management, **Project Planning, Scheduling & Cost Control Professional**, **Project Scheduling & Cost Control**, **Program Management** Professional (**PgMP**), **Leadership Management**; **Communications** Management; **Interpersonal**, **Teamwork & Team** Management; **Adaptability & Learning**, **Marketing** Management; **Customer Care** Management; Sales & Marketing, Branding, **Account Development Strategy** & **Time** Management; **Facilitation & Business Presentation Management**; **Warehouse** & **Logistics** Management; **Data & Record** Management; Managerial **Economics**; **Marketing** Management; **Value Engineering**; **Change** Management; **Planning**, **Budgeting** & **Cost Control**; Strategic Thinking, **Re-Engineering** & **Risk** Management; **Production Planning** & **Control**; and Service Level Agreements (**SLA**). He is also well-versed in Business Law, Labour Law, Strategy Formulation, Resource Allocation, Continuous Improvement and Productivity Improvement. He is currently the **Senior Project Manager** of **APC Solutions** wherein he is responsible for the complete project life cycle including **initiating**, **planning**, **executing**, **monitoring & controlling** and **closing** as well as developing and presenting of various trainings within their organization.

Mr. Horne has worked for many blue chip companies such as **BHP Billiton**, **Eskom**, **Telecast Engineering**, **Adcorp**, **3M** and many more wherein he gained technical and broad experience in all facets of well-renowned large companies in various industries. His work started on the shop floor as a **Industrial Engineer**, Senior Work Study Officer, **Industrial Engineer**, **Industrial Sales Engineer**, **Lecturer**, **Consultant/Trainer**, **Project Specialist** and rising up to managerial positions like **Project Governance Development Manager**, **Senior Project Manager**, **Project Manager Specialist**, **Marketing Manager**, **Sales Manager**, **National Marketing & Training Manager**, **Change Manager**, **Regional Manager** and **Project & Training Manager**.

Mr. Horne has a **Master** degree in **Business Administration** from the **University of Wales**, **UK**. Further, he has a **Higher National Diploma** in **Production Management**, a **National Diploma** in **Organisation** & **Work Study** and a **T3 Mechanical Certificate**. Moreover, he is a **Certified Instructor/Trainer**, a **Certified PMI-Project Risk Management Professional** (**PMI-RMP**), a **Certified Project Management Professional** (**PMP**), a **Qualified SETA Assessor**, a **Certified Scrum Master** and a **Certified Assessor/Trainer** by the **Institute of Leadership & Management** (**ILM**). He has further delivered numerous trainings, courses, workshops, seminars and conferences worldwide.

Course Program

The following program is planned for this course. However, the course instructor(s) may modify this program before or during the workshop for technical reasons with no prior notice to participants. Nevertheless, the course objectives will always be met:

Day 1

0730 – 0800	*Registration & Coffee*
0800 – 0815	*Welcome & Introduction*
0815 – 0830	***PRE-TEST***
0830 – 0930	***Introduction to Oil & Gas Project Management*** *What is Project Management? • Importance in the Oil & Gas Industry • History & Evolution of Project Management in the Sector*
0930 – 0945	*Break*
0945 – 1030	***Definition of a Project in the Context of Oil & Gas*** *Characteristics of a Project • Differences Between Projects, Operations & Tasks*
1030 – 1130	***Project Management Methodology*** *Waterfall versus Agile versus Hybrid Methodologies • Benefits & Challenges in the Oil & Gas Industry*
1130 – 1215	***Project Management & Life Cycles*** *Project Initiation, Planning, Execution, Monitoring & Closure • Life Cycle Stages in Oil & Gas Projects*
1215 – 1230	*Break*
1230 – 1420	***Defining & Organising the Project*** *Setting Project Objectives, Scope & Parameters • Establishing the Project Organization & Governance*
1420 – 1430	***Recap*** *Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow*
1430	*Lunch & End of Day One*

Day 2

0730 – 0830	***Communication & Collaboration in Projects*** *Outline Modes of Communication • Importance of Effective Communication & Tools to Facilitate it • Select Common Practices to Follow*
0830 – 0930	***Planning the Project*** *Divide the Project into Manageable Components • Identifying & Analyzing Dependencies*
0930 – 0945	*Break*
0945 – 1100	***Timeline & Resource Management*** *Estimating the Project Timeline • Assessing Resource Requirements & Allocation*
1100 – 1215	***Risk Management in Projects*** *Identify & Analyse Potential Risks • Develop Preventive & Reactive Contingency Plans*
1215 – 1230	*Break*

1230 – 1420	***Contract Law in Oil & Gas*** *Concepts & Principles of Contract Law Specific to the Industry • Contracting Methods & Developing Contract Pricing Agreements*
1420 – 1430	***Recap*** *Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow*
1430	*Lunch & End of Day Two*

Day 3

0730 – 0830	***Contract Administration & Management*** *Contract Management Process & Administration Realities • Contract Administration Planning: An Organized & Logical Approach • Disputes Resolution Process & Changes Management • Change Management: Risk versus Opportunity*
0830 – 0930	***Planning for Contract Execution*** *The Power of Planning • Monitoring Progress, Tools & Techniques • Quality Assurance & Acceptance Payment Management & Terminations • Terminations - What to Know, What to Do • Contract Closeout & Termination • The Outsourcing Environment*
0930 – 0945	*Break*
0945 – 1100	***Transition to Project Tracking*** *Tracking & Managing the Project Through Various Stages • Collecting Task Status Information & Analyzing Variances • Assess & Implement Adaptive Actions • Report Projects Progress • Close Out the Project*
1100 – 1215	***Teamwork in Oil & Gas Projects*** *Understanding Roles & Responsibilities • Collaboration & Communication within the Team*
1215 – 1230	*Break*
1230 – 1420	***Governance, Performance & Financial Controls*** *Governance Structures & Program Offices • Performance, New Services & Financial Controls Management*
1420 – 1430	***Recap*** *Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow*
1430	*Lunch & End of Day Three*

Day 4

0730 – 0930	***Communications & Interface Management*** *Ensuring Smooth Communication Across All Stakeholders • Tools & Techniques to Improve Project Communication*
0930 – 0945	*Break*
0945 – 1100	***Introduction to Shutdowns & Turnarounds*** *Understanding the Need & Strategy for Shutdowns • Shutdown/TA Problems & Issues • Common Issues in Shutdown & Turnaround*

1100 – 1215	***Shutdown Planning & Preparation*** *Work Scope Development & Work Breakdown Structures • Organization, Roles, & Planning Techniques • Management Planning • Shutdown/Turnaround Preparation • Plant Shutdown & Preparation for Maintenance • Developing Shutdown & Turnaround Plans*
1215 – 1230	*Break*
1230 – 1420	***Critical Path & Other Planning Methods*** *The Critical Path Planning Method in Detail • "Short Cut" Planning Methods & Scheduling Multiple Projects*
1420 – 1430	***Recap*** *Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow*
1430	*Lunch & End of Day Four*

Day 5

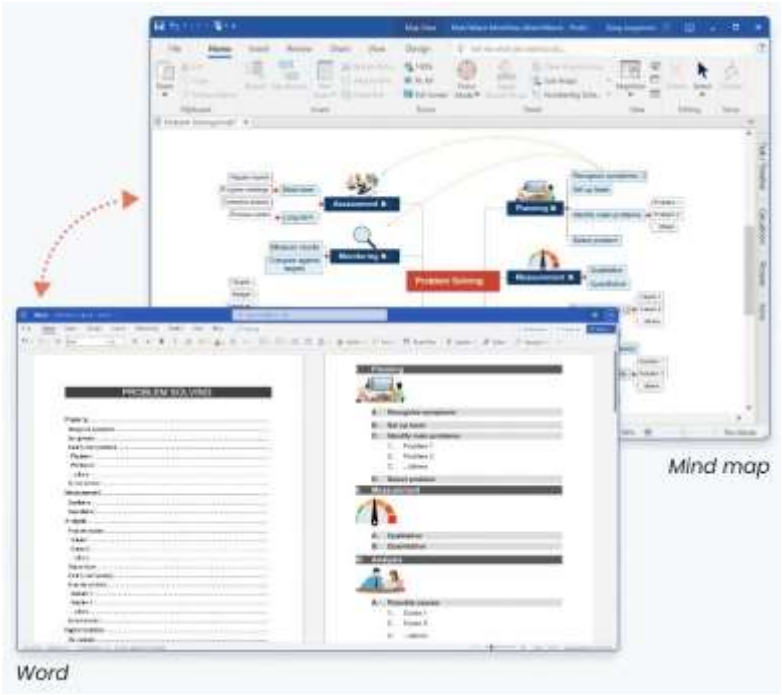
0730 – 0930	***Costs, Control & Contractors*** *Developing Shutdown Budgets & Cost Control Mechanisms • Materials Planning, Control & Collaboration with Contractors • Progress, Cost Control & Productivity Tracking*
0930 – 0945	*Break*
0945 – 1100	***Safety, Quality & Environmental Management*** *Ensuring Safety Protocols are Followed • Meeting Quality Standards & Environmental Considerations*
1100 – 1215	***Integrating Risk Management into Shutdown Planning*** *Proactive Risk Assessment Techniques • Tools for Continuous Risk Management*
1215 – 1230	*Break*
1230 – 1345	***Case Study Work*** *Review of Real-World Oil & Gas Project Management Scenarios • Group Discussions & Lessons Learned*
1345 – 1400	***Course Conclusion*** *Using this Course Overview, the Instructor(s) will Brief Participants about t Topics that were Covered During the Course*
1400 – 1415	***POST-TEST***
1415 – 1430	*Presentation of Course Certificates*
1430	*Lunch & End of Course*

Simulator (Hands-on Practical Sessions)

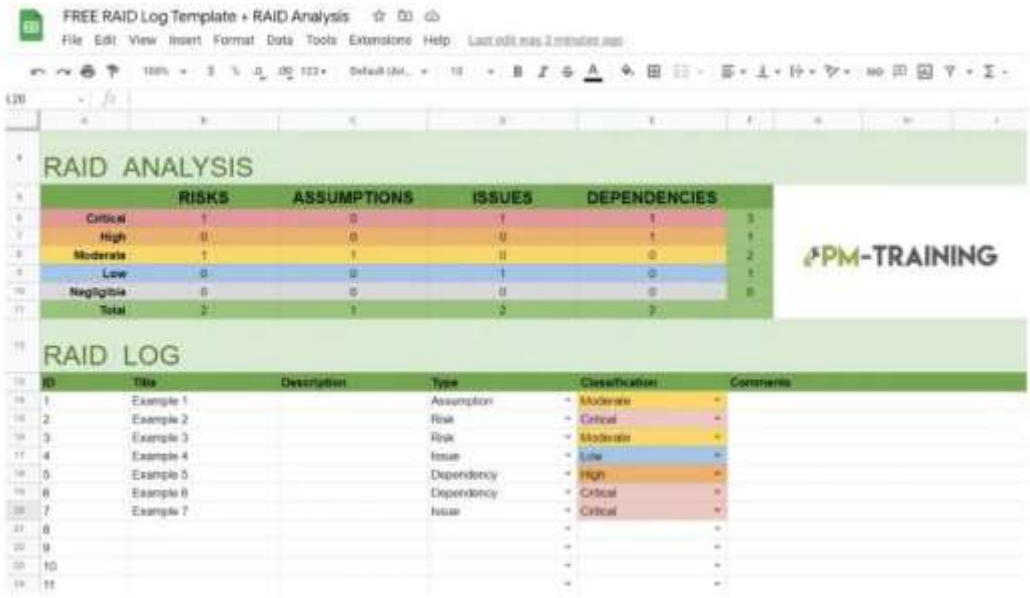
Practical sessions will be organized during the course for delegates to practice the theory learnt. Delegates will be provided with an opportunity to carryout various exercises using the “MS Project”, “Mindview Software” and “Raidlog Simulator”.

Microsoft Office Project
Enterprise Project Management Solution

MS Project



Mindview Software



Raidlog Simulator

Course Coordinator

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