

# Learning Solutions

## A few statistics connected to Learning Solutions project:

- Comprehensive Learning Solutions covering every Competency Unit (CU)
- CUs covering every job within oil & gas through Job Competency Models (JCM)

**3,000 CU**

**600 JCM**

**12,000 Competency Level sets**

### 10. Project Initiation

**General Statement: Explain the process of initiating a project and managing the initiation.**

Awareness	Knowledge	Skilled	Expert
<ul style="list-style-type: none"> <li>• Recognize project alignment with company Strategy through Business Opportunity Plan (BOP).</li> <li>• Identify project's business objective.</li> <li>• Identify the scope of the project.</li> <li>• Identify the project stakeholders and recognize their expectations.</li> <li>• List project high-level risks, assumptions and constraints.</li> <li>• List the project's key milestones and deliverables.</li> <li>• State the purpose and content of a project charter.</li> <li>• Recognize governance process to obtain sponsor approval and commitment (approved project charter).</li> </ul>	<ul style="list-style-type: none"> <li>• Explain project alignment with company Strategy through Business Opportunity Plan (BOP).</li> <li>• Explain project's business objective.</li> <li>• Explain the scope of the project.</li> <li>• Define key stakeholders' needs and expectations.</li> <li>• Explain the concept and content of project high-level risks, assumptions and constraints.</li> <li>• Explain the project's key milestones and deliverables.</li> <li>• Describe resource requirements.</li> <li>• Interpret the project summary budget.</li> <li>• Interpret and explain the project charter.</li> <li>• Explain governance process to obtain sponsor approval and commitment (approved project charter).</li> </ul>	<ul style="list-style-type: none"> <li>• Achieve agreement on project alignment with project sponsor.</li> <li>• Manage key stakeholders' needs and expectations.</li> <li>• Manage project's high-level risks, assumptions and constrains.</li> <li>• Manage project's key milestones and deliverables.</li> <li>• Participate in developing FEL-2 and FEL-3 deliverables.</li> <li>• Document order of magnitude estimate.</li> <li>• Ensure adequacy of project's budget with its scope.</li> <li>• Manage resources' requirements.</li> <li>• Support project charter preparation.</li> <li>• Develop high level project strategy.</li> <li>• Use governance process to obtain sponsor approval and commitment (approved project charter).</li> </ul>	<ul style="list-style-type: none"> <li>• Utilize Six Sigma or similar approach for advanced analysis of complex projects.</li> <li>• Act as Subject Matter Expert and provide coaching for project team members.</li> <li>• Ensure risk management practices are applied.</li> <li>• Optimize the value of the project through setting the proper priority among active portfolio.</li> </ul>
<ul style="list-style-type: none"> <li>• PM-115-A</li> </ul>	<ul style="list-style-type: none"> <li>• PM-115-K</li> <li>• IN-MP-001</li> <li>• IMLM018</li> </ul>	<ul style="list-style-type: none"> <li>• W-PM-002-S</li> <li>• IN-RM001</li> <li>• GL-PM008</li> </ul>	<ul style="list-style-type: none"> <li>• W-PM-002-E</li> </ul>

# E-learning

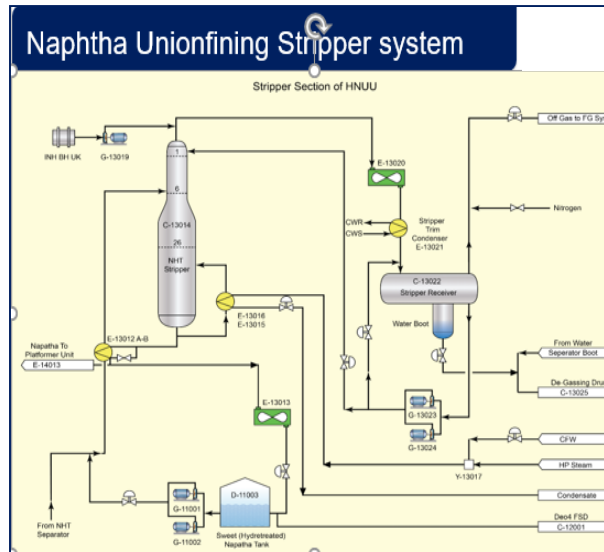
1,000  
E-learning modules

10,000  
Graphics and animations

15,000 questions in  
Question Bank

## ARO: Area 1 NHT Stripper / WW Stripper

Knowledge  
EQ-ARO-103-K



## Stripper Feed-Bottom Exchanger

### Purpose:

- Stripper Feed (shell side) from separator is preheated to 170°C by Stripper bottom liquid.

- The column bottom liquid (Tube side) flows to combined feed exchanger (CFE) of platformer unit through **stripper feed-bottom exchanger (E-13012A/B)**.

### Operating conditions:

E-13012A/B	Shell side: Feed	Tube side: column Bottom
Inlet	60 °C	219 °C
Outlet	170 °C	120 °C



# Work Experiences

OPERATOR CERTIFICATION RECORD	
Plant	EU1
Area	n/a
Job	Treating Outside

**3,500**  
**Work Experiences**

Certification Record	Trainee	Certification Record	Trainer
<b>Trainee Name</b>		<b>Trainer Name</b>	
<b>Trainee ID#</b>		<b>Trainer ID#</b>	
<b>Job Title and Department</b>	EU1 Operations Technologist	<b>Job Title and Department</b>	
<b>Certification Title</b>	EU1 Treating Outside		
<b>Date Started</b>			
<b>Status</b>	<b>Completion Date</b>	<b>Approved By</b>	<b>Comments</b>
<b>E-Learning modules</b>	<i>Modules are assigned in E2-Learn and completed by trainee</i>		
EQ-EU-101-K			
EQ-EU-103-K (3 modules)			
EQ-EU-106-K			
<b>E-learning Final Test Completed</b>			
<b>OJT/Work Experience</b>	<i>For each one a separate tab must be completed and details only entered here once that OJT/Work Experience is completed</i>		
W-EU-003-S			
W-EU-021-S			
W-EU-048-S			
<b>Performance Test</b>	<i>Performance Test is based on the tabs marked Assessment, each is completed as required and final result entered here</i>		
Assessor Name			
Assessor ID			
Date of test			
Pass / Fail			
Recommendations summary			
<b>Evaluation Period</b>	<i>This is the 30-day period post performance test and prior to final certification test and Leader sign-off</i>		
Date Started			
Date Completed			
<b>Leader Sign-Off</b>			
<b>Name and ID#</b>			

EQUATE WORK EXPERIENCE									
Department	EU1			Competency Level	Skilled				<a href="#">Return to Contents</a>
Job Title	OT Treating Outside			Learning Code	W-EU-003-S				
Name and ID#				Trainer / Mentor					
Competency Unit	Pre-treatment and Acid Gas Removal System			Total Tasks		Overall Completion %			
Competency	Job Task Details	Priority	Assigned Task Details	Date	Participant	Witness	Completion Status		
Competency Statements		HL		Date Completed					
Maintain unit performance as per Operating Discipline 00.	Routine Readings Routine round-Inteltrack round Routine Sampling Non-routine Sampling						0		
Maintain records and reports of defects and milestones.	logbook / MTL Use								
Perform Start-up and shut-down the unit equipment (Locate, state purpose, simulate / perform procedure)	9-01-03 Start-up of the Bulk Acid Gas Removal System 9-01-07 Shutdown of the Bulk Acid Gas Removal Unit						0		
Perform tasks and activities related to activated interlock system	bypass, interlocks, over-ride alarms (Inside Op only)						0		
Interact with affected upstream and downstream areas/units to ensure a smooth operation	Communication protocols, unit aspect and impact								
Troubleshoot and resolve process deviation and problems (Locate, state problem, simulate / perform procedure)	9-01-01 Remove Ethane Feed Strainer, V-100 from service for cleaning & filter change 9-01-02 Charging of Anti Foam Tank, D-121 9-01-04 Switching CO2 Stripper Reboilers 9-01-05 Bypassing or placing a Lean-Rich Solvent Exchanger into Service 9-01-06 Unload a UCARSOL Container to the Lean Solvent Tank, D116 9-01-08 Preparing Acid Gas Equipment for Maintenance 9-01-11 Response to High CO2 at CO2 Absorber Overhead						0		

# Lesson Plan and Courses

**5,000 Courses**

PM - External Classroom		
List of Course Codes, Titles and Duration		
Code	Title	Days
<a href="#">IM-LM018</a>	Project Management	5
<a href="#">GL-PM008</a>	Planning, Organizing and Controlling Projects	
<a href="#">IN-MP001</a>	Managing Projects	
<a href="#">IN-SC001</a>	Scheduling and Cost Control	
<a href="#">IN-RM001</a>	Managing Projects	
<a href="#">SK-PMPCert</a>	PMP	
<a href="#">CU-EVM-001</a>	Earned Value Management Foundation / Practitioner	4
<a href="#">AICE-PM-001</a>	Project Management for Chemical Engineers	2
<a href="#">CMCS-PM-811</a>	Planning & Scheduling using Primavera P6, Basic Level	5
<a href="#">CMCS-PM-821</a>	Planning & Scheduling using Primavera P6, Advanced Level	4

**1,000 Lesson Plans**

Section B: Content	
Notes	Slide / Reference
<p>Introduction: Facilitator will either:</p> <ol style="list-style-type: none"> <li>1. Ensure appropriate course has been completed prior to setting up discussion session with trainee as below, OR</li> <li>2. Replace course by an extended discussion sessions</li> </ol>	
<ul style="list-style-type: none"> <li>• Explain how to implement and coordinate all measures deemed necessary by the organization to counter possible breaches of the company network.</li> <li>• Facilitator will:               <ul style="list-style-type: none"> <li>○ Refer to Lesson EQ-IT-107-K IT Security to refresh:                   <ul style="list-style-type: none"> <li>▪ IT threats to company</li> <li>▪ IT security structure and safeguards</li> <li>▪ IT security certifications</li> </ul> </li> <li>○ Discuss the concepts of network security as applied in company including processes, tools and roles and responsibilities</li> <li>○ Highlight the network security responsibilities or relationships applicable to the trainee</li> <li>○ Use examples and case studies of the appropriate</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>• Describe the use of computer forensics to prevent and solve information technology crimes and security breaches.</li> <li>• Explain the importance of maintaining evidence integrity and chain of custody during the forensic examination process.</li> <li>• Facilitator will:               <ul style="list-style-type: none"> <li>○ Discuss the concepts and techniques for computer forensics as applied in company including processes, tools and roles and responsibilities</li> <li>○ Highlight the applicable responsibilities or relationships, especially chain of custody, applicable to the trainee</li> <li>○ Use examples and case studies of the appropriate</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>• Participate in the delivery of network security awareness initiatives, publications and meetings.</li> <li>• Facilitator will provide opportunity for trainee to:               <ul style="list-style-type: none"> <li>○ Participate in review of a network security issue or review of a report (this may be done as a real example or as a case study)</li> <li>○ Participate in network security meeting</li> <li>○ Note: The trainee will gain experience during the on-job Work Experience at Skilled level, so this is intended only as an introduction</li> </ul> </li> </ul>	
<p>Questions and Answer Session: Facilitator will ask trainee questions to confirm understanding of the lesson objectives</p>	
<p>Summary: Emphasize the important of network security, its relationship to IT Security, and criticality to company business continuity.</p>	