

Project Management Office (PMO)

Weekly Progress Report

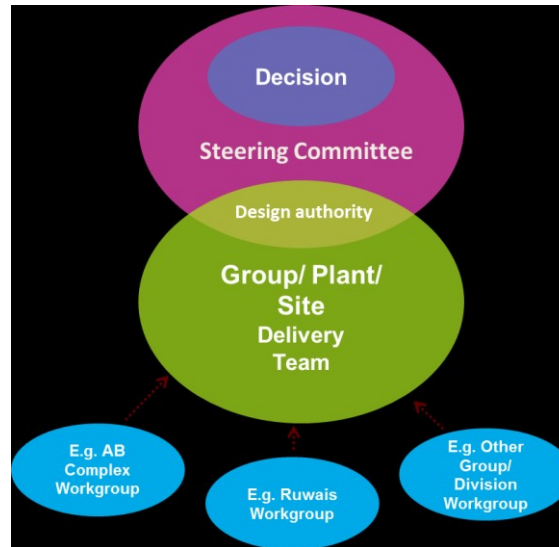
Progress Report
Week Ending 21/01/2016

Overall initiative status: **On track**

Tasks completed this week (None) | Slight delay in Technical Learning Solution Assessment activity

Key Activities (By Phase)	Expected Date of Completion	Responsible Party	% Complete	Status
Project Management				
Contract from mobilisation on industrial site (mission visits and O&M process started)	10/10/2015	Deviata	100%	Complete
Competency Development				
Submitted Technical Career Ladder (TCL) to Focal Points and related file scheduling of assessment sessions	07/01/2016	Deviata	100%	Completed
Finalised and submitted for approval Integrity Assurance (ICMA)	13/01/2016	Deviata	100%	Completed
Finalised and submitted for approval 48 Operators (O&M)	13/01/2016	Deviata	100%	Completed
Scheduled final development session for remaining Operators (O&M)			70%	Ongoing
Learning Solution Development				
Finalised Learning Solutions Assessment report	14/01/2016	Deviata	80%	Ongoing
Conduct with Core Teams and Project Management on report highlights	14/01/2016	Deviata	100%	Completed
Prepared report highlights that will be presented to Steering Committee	15/01/2016	Deviata	100%	Completed
Operational Readiness				
Scheduled and presented to Stakeholders Assessment participants a project briefing and assessment preparation	15/01/2016	Deviata	100%	Completed
Scheduled Projects and Integrity Assurance assessment sessions	12/01/2016	Deviata	100%	Completed
Finalised meeting and JCM output of Projected Operators (O&M)	14/01/2016	Deviata	100%	Completed
Tasks Planned for next week				
Conduct Training Core Teams Meetings	17/01/2016	Deviata/GASCO	0%	Not Started
Conduct second project briefing and assessment preparation session for Stakeholders	14/01/2016	Deviata/GASCO	0%	Not Started
Conduct assessment session for Projects and Integrity Assurance	20/01/2016	Deviata/GASCO	0%	Not Started
Conduct development session for Instrument and Control Technical Career Ladder (ICMA)	18/01/2016	Deviata/GASCO	20%	Not Started
Schedule development sessions for remaining Technical Career Ladder (TCL)	17/01/2016	Deviata/GASCO	0%	Not Started
Schedule Operators assessment session	21/01/2016	Deviata	0%	Not Started
Finalise Learning Solutions Assessment Report and obtain sign-off	21/01/2016	Deviata/GASCO	0%	Not Started

Governance Model



Communication Plan & Campaigns

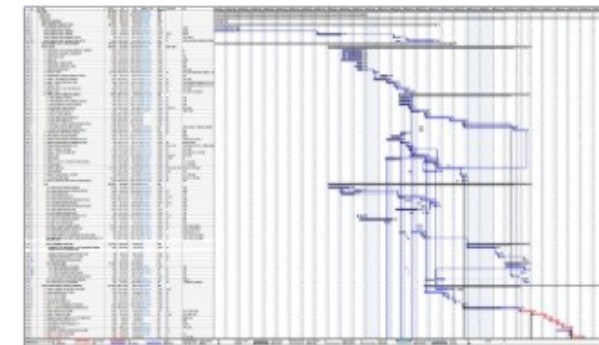
Vehicle	Description	Communication goal & audience	Timing
Posters	<ul style="list-style-type: none"> This is a simple, cost effective and efficient method of communicating information to a large number of employees. Hang posters in places where people come together, for example in the coffee corner, elevator, restrooms, etc. 	<ul style="list-style-type: none"> To keep informed Audience: all employees 	<ul style="list-style-type: none"> Right away Change the poster regularly (once a month) 4-6 weeks before go live you can use the posters for countdown
Local Company Magazine	<ul style="list-style-type: none"> In an article in the Local Company Magazine you give more detailed information on Project X and support of the leadership (e.g. an interview with Plant Manager and/or SPC). 		
Leaflets & Brochures	<ul style="list-style-type: none"> Leaflets and brochures can have a different level information (from high-level to very detailed). It depends on the communication need of the audience you want to target. A leaflet can be used as a 'behind' after a presentation or it can be sent out with a letter as background information 		
Central message board	<ul style="list-style-type: none"> This is a simple, cost effective and efficient method of communicating information to a large number of employees 		
Targeted stakeholder letter	<ul style="list-style-type: none"> Targeted letters can be used to distribute detail information on the project and to communicate specific expectations of stakeholder groups on they can participate in the project (e.g. an invite workshop or an overview of specific changes at next steps) 		

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Schedule and status of working Sessions

	Prepare	Meet	Edit	Review	Update	Approve
Operations						
Muhammad Ghabour	✓	✓	✓	✓	✓	28 Jan
Projects						
Muhammad Ghabour	✓	✓	✓	✓	✓	Review: 28 Jan
Integrity Assurance						
Ahmed Al Zaidi	✓	✓	✓	✓	✓	
HT Commission session						
HT - Competencies	✓	✓	✓	✓	✓	✓
HT - Methods	✓	✓	✓	✓	✓	✓
HT - CAMS / Non-CAMS	✓	✓	✓	✓	✓	✓
HT - Method A/B/Bonus	✓	✓	✓	✓	✓	✓
HT - Workforce Planning	✓	✓	✓	✓	✓	✓
HT - Method A/B/Bonus	✓	✓	✓	✓	✓	✓
HT - Leadership	✓	✓	✓	✓	✓	✓
HT - Learning	✓	✓	✓	✓	✓	✓
HT - Method A/B/Bonus	✓	✓	✓	✓	✓	✓

Project Plan



Critical Success Measurement

- COMMUNICATION STRATEGY**
Targeted communications to enhance awareness and understanding of the project and how it will be an important enabler to improved GASCO efficiency.
- GOVERNANCE AND APPROVALS**
A governance mechanism consisting of senior business stakeholders is essential to drive successful implementation. Leverage internal functional Focal Points to ensure approval cycles complete on time.
- EXECUTIVE SUPPORT**
Roll-out requires support from the senior leaders of GASCO throughout implementation. This project will touch many parts of the business and only through executive support can success be achieved.
- CAPABILITY BUILDING**
Continuing to build the capability of HT and Focal Points from participating GASCO teams will be important for the longer-term sustainability of this initiative.
- INTEGRATED TALENT MANAGEMENT**
Wider benefits will be gained through integration of Talent Management where competencies feed into other processes such as Performance Management, Succession Planning, Performance Management.
- TECHNOLOGY INTEGRATION**
Continued engagement and support of GASCO IT will enable the maximise uptake and ease of use of the online competency assessment tool.

Risk/Issue Log

Item	Category	Priority	Owner	Start Date	End Date	Status	Resolution	Monitoring/Control
1	Communication Strategy	High	Deviata	15/01/2016	28/01/2016	Completed	Finalised Learning Solutions Assessment Report	Review: 28 Jan
2	Governance and Approvals	Medium	Deviata	15/01/2016	28/01/2016	Completed	Finalised ICMA output	Review: 28 Jan
3	Executive Support	High	Deviata	15/01/2016	28/01/2016	Completed	Roll-out requires support from the senior leaders of GASCO	Review: 28 Jan
4	Capability Building	Medium	Deviata	15/01/2016	28/01/2016	Completed	Continuing to build the capability of HT and Focal Points	Review: 28 Jan
5	Integrated Talent Management	Medium	Deviata	15/01/2016	28/01/2016	Completed	Wider benefits will be gained through integration of Talent Management	Review: 28 Jan
6	Technology Integration	Medium	Deviata	15/01/2016	28/01/2016	Completed	Continued engagement and support of GASCO IT	Review: 28 Jan