

Engineering Procedure

SAEP-140

31 May 2004

Project Training Impact Assessment

Document Responsibility: Training and Career Development

Saudi Aramco DeskTop Standards

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1 Scope

Pursuant to SAEP-14, Paragraph 3.2.3 (r), regarding Training Requirements, SAEP-140 outlines the procedure necessary to prepare the required *Training Requirement Statement* as part of BI-19 Project Briefs or prior to Project Proposal start for other projects. The *Training Requirement Statement* shall state whether training is required, who will be supported by it, projected life cycle of training/ equipment, anticipated outcomes/objectives and time frames.

This SAEP also outlines the procedure necessary to prepare the required *Training Impact Assessment* for major projects as part of the Project Proposal and for BI-19 and other projects with a significant training impact.

The primary objective of both the *Training Requirement Statement* and the *Training Impact Assessment* is to document the scope of training issues very early in the project to ensure that required training deliverables are ready at the appropriate time.

More specifically, the *Training Impact Assessment* is designed to ensure that the Proponent/T&CD:

- Meet the corporate training and job certification objectives
- Consider training and job certification alternatives that would better serve the company
- Verify compliance with training and job certification standards in the preliminary project design
- Allocate resources to support training requirements

Appendix A presents samples of a *Training Requirement Statement* and a *Training Impact Assessment*.

2 Applicable Documents

All projects shall refer to and comply with the applicable documents listed in this section and summarized in Appendix A.

Saudi Aramco General Instructions

GI-0202.309

Allocation of Costs – New Facilities Start-Up

GI-1809.001

Job Certification

3 Instructions

3.1 Major Projects

This section details the procedure required for the preparation of the *Training Requirement Statement* and the *Training Impact Assessment* for all Project Proposals.

The *Training Requirement Statement* shall briefly describe the potential requirement that the project might have for training and job certification. The *Training Requirement Statement* shall be completed by the proponent/sponsor of the project prior to Project Proposal Start. If the *Training Requirement Statement* is not submitted, it is understood training is not required.

The *Training Impact Assessment* shall

- describe the existing training and job certification conditions followed by a description of the expected training and job certification impacts that will occur as a result of the project.
- evaluate project alternatives that might reduce impact.
- include an evaluation of curriculum, hardware, and licensing requirements. For items (e.g., simulation hardware/software) to be included in Project Proposal NMRs, include *Functional Specification Documents* developed by T&CD Subject Matter Experts and approved by the Admin Area Training Planning Sub-committee.

A comprehensive *Training Impact Assessment* shall be performed for all major projects requiring training as part of the Project Proposal. The *Training Impact Assessment* shall be completed for review prior to the 30% Project Proposal stage and shall be treated as a primary project objective. The *Training Impact Assessment* shall be completed by the T&CD training consultant assigned to facilitate subcommittee recommendation for acceptance by the BI proponent Manager and the General Manager of the Training & Career Development.

To facilitate the preparation of the *Training Impact Assessment*, the Admin Area Training Planning Sub-committee shall consist of representatives from:

- BL BI Coordinator/Sr. Planner
- Proponent Technical Advisor
- T&CD Consultant
- PMT Engineer

The Admin Area Training Planning Sub-committee generates a Training Project Brief Proposal for funding/logistical decisions as part of the Project Proposal.

3.2 BI 19 and Other Projects

BI-19 and other projects require the same documentation as for major projects. The *Training Requirements Statement* will go directly to the Admin Area Training Review Committee as part of the Admin Area Approved Project Brief and the *Training Impact Assessment* will become part of the appropriate package (SA-56, SOW, etc.) depending on the funding level.

4 Responsibilities

4.1 Training & Career Development (T&CD)

T&CD is responsible for the following:

1. Providing a T&CD Consultant to the Admin Area Training Planning Sub-committee who will function as the subcommittee team leader in the preparation of the *Training Impact Assessment* and its submission to the PMT engineer.
2. Providing Subject Matter Experts (SMEs) and other expertise, as required, to develop the Training Project Brief Proposal.

4.2 Project Management Team (for Major Projects)/Proponent

The Project Management Team (PMT) project manager is responsible for attending or sending a representative to the Admin Area Training Planning Subcommittee meetings related to his project. The PMT is responsible for seeing that the *Training Impact Assessment* findings and recommendations of the subcommittee are included in the final Project Proposal.

All training costs are charged to appropriate departmental overhead accounts in accordance with GI-0202.309 Paragraph 4.5.

4.3 BI-19 and Other Proponents

BI-19 and Other Proponents are responsible for the following:

1. Preparing a *Training Requirement Statement* as part of the BI-19 Project Brief
2. Ensuring that the *Training Requirement Statement* findings and recommendations are implemented in the final project execution.

5 Approvals

The following section defines the approval process for the *Training Requirement Statement* and *Training Impact Assessment*.

5.1 Major Project

The Proponent shall review and approve the *Training Requirement Statement* prior to Project Proposal Start.

Proponent Manager and T&CD General Manager shall approve the *Training Impact Assessment* for submission to PMT prior to the 30% Project Proposal stage.

5.2 BI-19 Projects

The Proponent shall review and approve the *Training Requirement Statement* at the Admin Area Approved Project Brief stage.

Proponent Manager and T&CD General Manager shall approve the *Training Impact Assessment* as part of the appropriate package (SA-56, SOW, etc.) depending on the funding level.

31 May 2004

Revision Summary
New Saudi Aramco Engineering Procedure.

Appendix A – Sample Training Requirement Statement and Training Impact Assessment

TRAINING REQUIREMENT STATEMENT

Organization:

Project Number: BI-

I – General Questions

1	Will employees require any form of training? If No , no further action is required.	Yes ☐ No ☐
2	Who will be supported by this training? Engineering ☐ Operations ☐ Maintenance ☐ Others	
3	What is the projected life of the equipment/system to be purchased?	No. of years
4	Will the purchased equipment/system require training for the proponent only or company at large? Proponent Only ☐ Company at Large ☐	
5	What are the anticipated outcomes/objectives of the training?	
6	What is the anticipated time frame for training? Start Date: (mm/dd/yyyy) Completion Date: (mm/dd/yyyy)	

II – Training

- | | |
|---|--|
| 7 | <i>What is the total number of employees that will require training to operate/maintain the system/equipment?</i>

1. Engineers

2. Operators

3. Craft Maintenance

4. Others |
| 8 | <i>What is the total population expected to be trained during the total life cycle of this equipment/system?</i> |

Approved by:

Project Proponent: Name _____ Signature: _____ Date: _____

Distribution List:

TRAINING IMPACT ASSESSMENT

Organization: _____ Project Number: BI- _____

I – Statement of Fact

1	What is the total number of employees that will require training to operate/maintain the system/equipment? (Identify the type vs. number of employees for this training.)	_____
	1. Engineers _____ 2. Operators _____	
	3. Craft Maintenance _____ 4. Others _____	
2	Does Saudi Aramco already offer training on similar equipment or system?	Yes ☐ No ☐
	If Yes , what similar training courses are now offered in Saudi Aramco?	_____
3	Does Saudi Aramco have any qualified employees capable of providing instructions on the proposed equipment or system?	Yes ☐ No ☐
	If Yes , which organization?	_____
4	Does Saudi Aramco identified vendors' offer specific training for maintenance/operation of the equipment?	Yes ☐ No ☐
5	What is the lowest cost per candidate per day identified for this type of training?	\$ _____
6	What is the highest cost per candidate per day identified for this type of training?	\$ _____
7	What is the projected cost per student for the target population?	\$ _____
8	What is the duration of the training in each case?	Lowest Cost _____ Highest Cost _____

II – Curriculum

9	Is curriculum required to be developed / adapted for the target population?	Yes ☐ No ☐
10	How many man months are required to develop the curriculum or amendments?	_____
11	What is the projected cost of the curriculum development?	\$ _____

III – Licensing

12	Will the required training necessitate a licensing fee or intellectual copyright?	Yes ☐ No ☐
13	What is the cost of the licensing fee or copyright?	\$ _____
14	Projected cost of Licensed materials	\$ _____
15	Is the license agreement renewable?	Yes ☐ No ☐
16	What is the renewal cost?	\$ _____

IV – Projected Training Costs Analysis

VENDOR TRAINING		IN-HOUSE TRAINING	
Out of Kingdom		Class Size	Class length (Hours/Days)
Registration fee (vendor quote)	\$	JSTD Instructor w/ Vendor Materials	
Travel	\$	Instructor training (vendor)	\$
Hotel	\$	Program cost	\$
Food	\$	Training equipment	\$
Total cost (each participant)	\$	Licensing / Intellectual copy right	\$
Total cost (x participants)	\$	Total cost (x participants)	\$
In Kingdom (vendor instructor)		JSTD Instructor w/In House Curriculum	
Vendor fees	\$	Instructor cost (vendor)	\$
Travel	\$	Curriculum Dev. cost	\$
Hotel	\$	Training equipment cost	\$
Food	\$	Production/Printing	\$
Facilities (vendor/SA)	\$	Total cost (x participants)	\$
Total cost (each participant)	\$		
Total cost (x participants)	\$		

TRAINING IMPACT ASSESSMENT

T&CD / Customer Management Decision

Based on the above information and analysis, what is the most favorable training method?

- a. ☐ Outsource Training
 - ☐ Out of Kingdom
 - ☐ In Kingdom (vendor instructor)
- b. ☐ In-House Training
 - ☐ Instructor w/Vender Materials
 - ☐ Instructor w/ In-House Curriculum

Training Agreement

Who is responsible for providing the training? _____

What is the Time Frame for Training? From: ____ / ____ / ____ To: ____ / ____ / ____

Who will buy the equipment for training? _____

Who will pay for the required curriculum? _____

Who will pay for the required license? _____

Who will pay for the renewal of the license? _____

What are the agreed training objectives?

Agreed by:

Proponent Manager: _____ Signature: _____ Date: _____

T&CD General Manager: _____ Signature: _____ Date: _____