

NAP SIG Project Management

Charter

Revision history

Rev. #	Who	Comments	Date
Rev 1	Marije Hoedemaker (Shell) Arno Ruijtenbeek (TATA Steel)	First outline discussed with and supported by the NAP program council	February 2023
Rev 2 draft	Marije Hoedemaker (Shell)	Updated with input from reframing workshop on 8 September in Moerdijk Updates indicated in blue	September 2023

Context and missie - NAP SIG Projectmanagement

- The SIG focuses on knowledge sharing and identifying trends, developments and policy in the field of Project Management. The focus is on promoting practical implementation in the process industry.
- The SIG's mission is to facilitate the professional development of its members in terms of project management, skills and leadership qualities, **with the aim to improve project execution**
- The SIG does this by:
 - Sharing, discussing and developing project management best practices, knowledge, skills and leadership;
 - Sharing experiences, being a platform for peer reviews, thinking along with specific cases, or topics in a 'safe' environment;
 - To be a knowledge platform by bringing the NAP value chain into contact with external professional institutes and networks such as TU Delft, KIVI/Niria, DACE, IPMA;
 - Promoting and communicating about general lessons learned, best practices and new developments within NAP.
 - **Developing a network of Project Professionals from participating companies**

Subjects - NAP SIG Project management

- The SIG Project Management will focus on amongst others on the following topics:
 - **Project management**
 - (international) resources, development of project professionals, virtual project management
 - Permitting - especially for new innovative sustainable projects
 - Project governance, Stakeholder management, Project investment/funding
 - (Risk) management of novel technologies
 - **Contracting & Procurement**
 - Contract Strategies, contract management and early involvement of engineering companies, construction companies and suppliers
 - Owners specs
 - Owner, engineers, construction companies and Supplier roles.
 - Local vs global supply chain
 - **Value management**
 - Continuous improvement including Lean Engineering and agile

Set-up - NAP SIG Project Management [1 of2]

- The following program is provided:
 - Minimum of 4 SIG meetings per year
 - Each SIG meeting will focus on a specific topic/case, introduced by one of the members, or guest speaker, and thoroughly discussed (in a structured manner) within the group and preferably leading to a conclusion or common advice (best practice) at the end of the meeting.
 - Where possible and appropriate face-to-face meetings will be organized at project locations in the Netherlands
 - Subjects can also be focusing on one part of the participants in the chain (owner, contractor, supplier) - For Example project governance as owner topic.
 - Where appropriate presenters from others sectors could be invited to provide specific insights from other sectors or industries.
 - Contribution to a NAP - contact meeting and/or organisation of a training workshop, on a theme of mutual interest, and if possible in collaboration with the NAP Chair, every year.
 - The re-initiation of an intervision program will be considered; similar program was initiated previously supported by HR Subject Matter Expert on Intersivision from FrieslandCampina)

Set-up - NAP SIG Project Management [2 of 2]

- Organization and Communication
 - The SIG is led by the chair who coordinates the programme for the SIG. Other functions (e.g. Vice-chair, facilitator) will be established as needed.
 - The meetings are held at different locations, preferably with the members.
 - Conclusions (best practices), decisions and actions will be recorded at each meeting.
 - Reporting of SIG PM progress and activities will be done to the NAP Program committee, twice a year. The SIG PM is linked to and coached by a team member of the NAP Program council and a member of the NAP board.
 - Use English language to include non NL speaking project professionals
 - Where appropriate connects with similar networks outside the Netherlands could be sought.

Participants - NAP SIG Project Management

- Profile participants SIG Project Management
 - Project managers with at least 10-15 years of experience in medium and large projects
 - Owners Shell, DSM, Tatasteel, Friesland Campina
 - Engineers Fluor, Worley, McDermott, Bilfinger, KH Engineering
 - Construction companies Stork, Equans, Volker Wessel
 - Suppliers
 - Representatives of external professional institutes and networks such as TU Delft, KIVI/Niria, DACE, IPMA, can be invited for specific activities as participants and/or guest speakers
 - Targeting ~25 active participants; each participants is requested to provide a back-up
- SIG membership is open to project managers of all NAP members. Non-members can participate as invited guests, but they will be asked to join NAP.
- Each SIG member contributes to the SIG through involvement in the SIG activities for a minimum of 1-2 years to support continuity and network development. Activities of SIG members include:
 - Site/project visits
 - Organizing workshop, conferences or other events inviting guest speaker from within our outside the Industry, and sharing showcases