DIGITAL TRANSFORMATION

SYLLABUS

We are excited to announce that we will be holding a digital transformation training session for our department on Thursday, January 19th, 2023. This training session is designed to provide you with the knowledge and skills you need to understand and implement digital transformation in our department.

Attached to this email, you will find the syllabus for the training session. Please take the time to review it and come prepared with any questions or concerns you may have:

Land Acknowledgment (5 minutes)

Safety Moment (5 minutes)

Introduction to Digital Transformation (15 minutes):
What is digital transformation, why it's important, and what the training will cover.

Key Concepts of Digital Transformation (45 minutes):
How an organization can foster a culture to digitally transform over time.

Workshop 1: Identifying Opportunities for Digital Transformation (45 minutes):
This workshop will guide participants through the process of identifying opportunities for digital transformation within their own business area.

Workshop 2: Implementing Digital Transformation (45 minutes): This workshop will build on the previous one, and guide participants through the process of implementing digital transformation within their business area.

Conclusion and Next Steps (10 minutes): This section will summarize the key takeaways from the training and provide participants with resources for further learning and development.

We look forward to seeing you there,

Brian Palmer & Farouk Wahsh

OVERVIEW

Workshop 1: Identifying Opportunities for Digital Transformation

The team is tasked with identifying opportunities for digital transformation within their business area. The prompts or provided to guide their thinking could include:

- *What are the current pain points or challenges facing our department or company?*
- *How can we use digital technologies to improve our customer experience?*

- *What are some specific examples of digital technologies that we could use to improve our business processes?*
- *How can we measure the success of our digital transformation efforts?*
- *What are the risks and potential obstacles that we need to be aware of as we implement our digital transformation plan?*
- *How can we ensure that our digital transformation plan is aligned with OPG's overall strategy?*

Workshop 2: Implementing Digital Transformation

Each team member presents their individual results from Workshop 1 to the rest of the team and have the team vote on which project they would like to work on.

1. *Define the scope of the project: The team should review and define the specific areas of the Project that will be targeted for digital transformation.*
2. *Research and Identify opportunities: The team should research and identify potential opportunities for digital transformation in the project, such as process improvements, cost savings, and increased efficiency.*
3. *Develop a plan: Based on the opportunities identified, the team should develop a detailed digital transformation plan that outlines specific objectives, strategies, and tactics for achieving the desired outcomes.*
4. *Identify the Resources: The team should identify the resources required to implement the digital transformation plan, including personnel, technology, and budget.*
5. *Identify potential risks: The team should identify potential obstacles that may arise during the implementation of the digital transformation plan, and develop strategies to mitigate them.*
6. *Review and refine the plan: The team should review and refine the digital transformation plan, taking into account feedback and new information.*
7. *Present the plan: The team should present their digital transformation plan to the rest of the department or company and receive feedback.*

OPG Documents:

- **Print these documents**
- Governance Road Map
- Phase Gating Roadmap
- Scalable Project RoadMap
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Workshop 3: Data Cleaning

1. Introduction: Introduce the activity and explain the importance of data cleaning for nuclear project management. Provide an overview of the data cleaning process and the specific steps that will be covered during the activity.
2. Divide into teams: Divide the group into teams of 3-4 people. Each team will be responsible for cleaning a specific set of data.
3. Provide each team with a set of "dirty" data: Give each team a set of data that is in a "dirty" or unorganized state. This could be a spreadsheet with errors, missing data, or inconsistencies.
4. Give teams a set of data cleaning tasks: Provide each team with a set of tasks that they need to complete in order to clean the data. These tasks could include checking for errors, filling in missing data, removing duplicates, and standardizing formats.
5. Set a time limit: Set a time limit for the teams to complete the data cleaning tasks. 30-45 minutes is a good starting point, but you can adjust the time based on the complexity of the data and the size of the group.
6. Have teams present their results: After the time limit, have each team present their cleaned data to the group. Discuss any challenges or successes that the teams encountered during the process.
7. Summary and debrief: Sum up the key takeaways from the activity and discuss the importance of data cleaning in nuclear project management. Provide resources for further learning and development.

Clean Data:

Project ID	Reactor Type	Fuel Type	Power Output (MW)	Construction Start Date	Construction End Date	Commissioning Date	Operator	Status
P1	Pressurized Water Reactor	Uranium	1000	01/01/2020	01/01/2022	01/01/2023	XYZ Nuclear Corp	Active
P2	Boiling Water Reactor	Plutonium	800	01/01/2021	01/01/2023	01/01/2024	ABC Nuclear Corp	Planning
P3	Pressurized Heavy Water Reactor	Thorium	600	01/01/2022	01/01/2024	01/01/2025	DEF Nuclear Corp	On Hold
P4	Fast Breeder Reactor	Uranium-Plutonium	400	01/01/2023	01/01/2025	01/01/2026	GHI Nuclear Corp	Cancelled

Project ID	Reactor Type	Fuel Type	Power Output (MW)	Construction Start Date	Construction End Date	Commissioning Date	Operator	Status
P5	Pressurized Water Reactor	Uranium	900	01/01/2024	01/01/2026	01/01/2028	JKL Nuclear Corp	Active
P6	Pressurized Water Reactor	Uranium	1200	01/01/2025	01/01/2027	01/01/2029	MNO Nuclear Corp	Active
P7	Pressurized Water Reactor	Uranium	600	01/01/2026	01/01/2028	01/01/2030	PQR Nuclear Corp	Planning
P8	Pressurized Water Reactor	Uranium	800	01/01/2024	01/01/2025	01/01/2026	STU Nuclear Corp	Completed

Dirty Data:

Project ID	Reactor Type	Fuel Type	Power Output (MW)	Construction Start Date	Construction End Date	Commissioning Date	Operator	Status
P1	Pressurized Water Reactor	Uranium	1000	1/1/2020	1/1/2022	1/1/2022	XYZ Nuclear Corp	Active
P2	Boiling Water Reactor	Plutonium	800	1/1/2021	1/1/2023	null	ABC Nuclear Corp	Planning
P3	Pressurized Heavy Water Reactor	Thorium	600	1/1/2022	1/1/2024	1/1/2025	DEF Nuclear Corp	On Hold
P4	Fast Breeder Reactor	Uranium-Plutonium	400	1/1/2023	1/1/2025	1/1/2026	GHI Nuclear Corp	Cancelled

P5	Pressurized Water Reactor	Uranium	900	1/1/2024	1/1/2026	1/1/2028	JKL Nuclear Corp	Active
P6	Pressurized Water Reactor	Uranium	1200	1/1/2025	1/1/2027	null	MNO Nuclear Corp	Active
P7	Pressurized Water Reactor	Uranium	600	null	1/1/2028	1/1/2030	PQR Nuclear Corp	Planning
P8	Pressurized Water Reactor	Uranium	800	1/1/2024	1/1/2025	1/1/2026	STU Nuclear Corp	Completed

- In the first row, the commissioning date is one day before the construction end date. This is likely a data entry error and should be corrected to reflect the correct date.
- In the second row, the spelling of the "status" column is incorrect, it should be "Planning" instead of "Planing".
- In the second row, the commissioning date is null. This is likely an error, as commissioning date is an important information that should be tracked. The data should be filled with appropriate date if available, or otherwise it should be marked as missing.
- In the sixth row, the commissioning date is null. This is likely an error, as commissioning date is an important information that should be tracked. The data should be filled with appropriate date if available, or otherwise it should be marked as missing.
- In the seventh row, the construction start date is null, it should be filled with appropriate date if available or marked as missing, it's important to track the construction start date as well.
- In the eigth row, the status is "Completed" which could mean the project is finished, but in the context of nuclear projects a commissioning date is important, so it's important to confirm whether the project is truly completed or not.

Possible fixes for these issues could include:

- Correcting the commissioning date in the first row to match the construction end date.
- Changing the status in the second row to "Planning"
- Filling the missing commissioning date with appropriate date or marking it as missing in the second