Looking for challenging assignments in field of Information Management (IM) or Information Technology (IT) as a Program /Project Manager within a reputed Organization.

**Profile:** **Bhavesh Joshi – IMT Manager; |CIP |Prince2 | ITIL V4| BCPIM| MBA| AMIE| DICE |**

**Synopsis**

* + - **IM/IT Projects management professional with total 20+ years extensive experience in Information & Data management service delivery projects, Engineering Applications Implementations & Management, IT services delivery management, Project Management, Planning, Operations & Maintenance for Oil & Gas capital projects and assets, Offshore Platforms, Onshore Process Facilities, Petroleum Refineries and Petro-Chemical plants, EPCs and Alliance partners.**

**Key Competency**

* IM&IT Strategy, Planning & Execution, High quality delivery
* Engineering Application Implementation, Management & Embedded to project and Asset
* Project Information and Master Data Management, Data Modeling, Analytics, Data Governance, Data Quality Assurance and Management
* Programme & Project Management,
* Budget, Schedule & Delivery Management
* IM & IT service delivery for Capital Project and in Operations
* Expectations & Demand Management, Contract /Scope Management
* Communication, Change Management, Knowledge Management, Training & Development
* Continuous Improvement in People, Processes, Tools
  + - IM&IT Manager for PDO Yibal Khuff Capital Project from Galfar Eng. & Contr. SAOG OMAN.
    - IM Data CoP Lead and SPOC for the Information and Data Management Programme for O&G Major; Shell Corrib Gas Capital Project IRELAND, Shell Kashagan project.
    - CoP Lead LTTS - Provided Master Data Management and Governance Roadmap, Proposals and Data Migration Solutions for Engineering Data Warehouse Applications like Smart Plant Foundations (SPF) & AVEVA Hub for O&G major clients like SHELL, EXXONMOBILE, TOTAL, COVESTRO, SABIC for their Information & Data Management Programme.
    - Drive EDW, ASSAI, NRX Asset Hub, SharePoint, Livelink (EDMS) and CIMS implementation projects for the Shell Corrib Gas project and successfully go-live and embed of all Engineering Document and Data applications within stipulated time frame with very busy schedule in matrix type organization.
    - Sound understanding on IM/ IT strategies, IM/IT Plan, processes, IM Standards, IM Specifications, DEPs, Information Systems Management for capital projects and asset.
    - Extensive experience in project and programme management, preparation of Business case, Setup Project Management team, Stake holder’s engagement, Project management plan, Risk management, Quality Management framework, Project Governance, monitoring and control of project activities, Change management, project execution with standard quality & continued business justification.
    - Experienced in IT Service setup, expectation and demand management, and service delivery for project organization, Client & Vendor Contract management, end to end project delivery.
    - Ensure high quality results through the use of best practices and expertise, combined with well-organized processes and controls, agile delivery, strong delivery planning and continuous improvements.

**Area of Experience**

**Information Management & IT Service Delivery Capital Project &Asset:**

* Excellent understanding of Information Management concepts, IM Industry challenges including Oil & Gas majors, understand the Company’s IM requirements for all OR&A phases of the Projects.
* Extensive experience in Implementation and embedment of Engineering Document and Data Management tools like EDW (Single Source of Truth), Smart Plant Foundation, AHA4P, ASSAI, NRX Asset Hub, Electronic Document Management System (Livelink, SharePoint, Documentum) and Corrosion & Inspection Management System (CIMS) tools for major capital project.
* Single Point of Contact for Document, Data Management and Knowledge Management activities for Capital Project and Asset.
* Facilitating for the Implementation of IM compliance, IM processes and IM tools and IT services for major capital projects
* Extensive experience as a project and technical data and documentation specialist with exceptional skills in Data governance & Data management, Control and Data handover, document revision, recording, logging, tracing and distribution processes
* **Document Management**: Document & drawings (Design, Vendor, Construction, Commissioning & As-built), Final Completion Documentation i.e MC/PC Dossiers, MRBs, Quality Dossiers and Records, Sub Contractor’s Documentation, Critical and Non-critical document & drawings, Correspondences, MOMs, Change controls, Purchase Orders, Audits & Reviews and Risk registers.
* **Data Governance & Control:** Master Data, Reference Data, Data lineage, Data cleansing and preparation, Data Analysis, Data Reporting and Improvement, Engineering data, Completions and Commissioning data, Operations Data ; Functional Design Specification, Plant Break Down structure (PBS), Reference Data library , Master Tag Register, Tag/ Equipment classes properties, Engineering data warehouse (SPF IEEE, AHA4P, AVEVA), Data Loading Utilities (SPF/VTL, IDB), Equipment list and associated attributes/ Equipment Record Card, Document metadata and reference data, Engineering Application SPI, SPEL, SPPID, Document links to asset hierarchy, CMMS data build ( SAP PM ) , CCMS (Completion & Commissioning Management)
* **Project Delivery Management:** Worked for various Oil & Gas Major capital projects for different customers as an IM/IT Manager, IM Lead, Data Manager, Project Manager, COP Lead for various IM systems implementation projects like Engineering Data Warehouse (EDW), CIMS, CCMS, Design tools and ERP for entire life cycle of the Project and contributed to enhance data accuracy, integrity and consistency across systems.
* Delivered various RFI, RFP, RFQ and submitted proposal as per customer project requirements.
* Managed and successfully delivered different Engineering information (Document & Data) management projects with variety in size, scope, volumes, and complexity.
* Team Handled; 5 to 100+ team members of different skill sets, multiple projects and virtual team at different geographic locations.
* Close monitoring and control of all project activities and schedule to avoid any slack in the critical activities of project.
* Manage the change control process and ensures that project deliverables are completed within planned cost, timescale and resource budgets and signed off within tolerance limit.
* Project KPIs and project progress report as per project requirements.
* Coach and mentor the project team leads, project activity leads, team members, performance evaluation and career development.

**IM/IT Skills: Engineering Information Management Tools**

* Smart Plant Suite : Admin /Super User - Smart Plant InTools (SPI) & Smart Plant Foundation (SPF)
* EDMS Software : Admin /Super User - Live link, ASSAI Admin, ASSAI Web, SharePoint
* EDW : Admin /Super User - IDB/AHA (Shell Inhouse EDW),

SPF/VTL, SPF IEE (Integrated Engineering Environment), Aveva Net

* Asset HUB : Admin /Super user - NRX asset Hub
* ERP Package : User Level - SAP R/3 (PM Module)/ SAP P16
* CCMS : User level – Zenator (Commissioning & Completion Management System)
* Operating System : Windows 98, 2000, XP
* MS Office : Word, Excel, PowerPoint, Visio, MS Project, Primavera P6
* DBMS : MS-Access, SQL 2000
* RFID System : Admin /Super User - IDENTEC Solution (Personnel Tracking System)
* ATMS System : Admin /Super User – eSSL

**Educational Qualification & Certifications**

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| MBA | Master in Business Administrator Finance |
| B.E | Graduate in Electronics and Communication Engineering |
| DICE | Diploma in Instrumentation and Control Engineering |
| BCPIM | **Basic Certification in Project Management from L&T IPM (collaboration with PMI)** |
| CIP | **Certified Information Management Professional by AIIM** |
| PRINCE2® | **Accredited in Project Management by AXELOS** |
| ITILV4® | **ITIL Foundation Certificate in IT Service Management by AXELOS** |
| **Certification in “Knowledge Management and Big Data in Business and Basics of Cloud Computing”** offered by an online learning initiative of The Hong Kong Polytechnic University. | |

**Work Experience – GALFAR Engineering & Contracting SAOG (Jun -2018 to till date)**

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| Project Name | **YIBAL KHUFF PROJECT (YKP) – GALFAR**  **Client: Petroleum Development of Oman (PDO), Location: Oman** | Duration | June -2018 till date |
| Team Size | 15 members (IM &T) |
| Activities | Responsible for the smooth delivery of Information Management ( Document & Data ) & IT services for the Yibal Khuff mega project throughout the project life cycle, Setup IM&T organization, IM&IT strategy and plan, EDMS implementation, establish Document & Data control processes, workflow support, CCMS Support, RFID based Access Control system implementation, IT hardware, Software and Networking support for temporary facility for PDO & Galfar offices and camp, Handover all project Information and IT Assets to client as per Contract scope of work & plan. | | |
| Role & Contribution | * **Role: IM-IT Manager (Galfar – PDO YKP Project)** * Understand IM & IT requirements for the project as per PDO Contract and Specifications and ensure   effective implementation in project organization, including Sub Contractors and Vendors   * Define IM&IT requirements and IM&IT processes for Major Capital Project * Prepared Project IM Execution Plan & Project IT STRATEGY & PLAN * Setup Project Team based on project requirements * Stakeholders’ engagement and coordination with Client team, Subcontractor & Vendors, Project & IT team * Ensure quality assurance & compliance as per company requirement, change management   **INFORMATION MANAGEMENT (IM) SERVICES:**   * Preparation of Project IM Execution plan, Risk and Mitigation plan, IM Quality management framework,   Information Management Scope of Work (IMSOW), Document & Data Control Processes, Supplier/Vendor  Document management, Correspondence management, RLMU plan, Final Handover Specification Index   * Workflow support for the Construction & Commissioning activity via Information Management systems   like EDMS, ASSAI, CCMS and Master Documents Deliverable management, Document Distribution   * Setup Document Control Centre (DCC) at site, setup Document Distribution Matrix (DDM) for Hard copy &   Soft copy control and management at site, Ensure Up to date Data/Document availability in EDMS for the  project team   * Setup workshops for IM process awareness, provide EDMS trainings to Discipline leads and engineers * Embedment of IM (Data & Document control) process, tools to project organization * Project Final Information (Documentation & Data) handover to client as per contract   **INFORMATION TECHNOLOGY (IT) SERVICES:**   * IT team setup for Galfar, Understand IT requirements for the project and temporary facilities,   Planning & Budgeting, identify sub-contracting requirements and SOW, engagement with subcontractors  and software/Hardware tool vendors   * Contract review, preparations, negotiations and finalization; liaise with supply chain management team &   Central IT team for IT Asset delivery at site   * Hardware, Software and Networking support setup at site for Client and Galfar offices * SMATV (CHRONS) implementation and run and maintain support at camp * Access Control System implementation (RFID, Bio-metric & Access card-based system) and maintenance * Wi-fi Network setup (Huawei, Cisco, Net gear) at PDO & Galfar offices and Accommodation camp area * Service Support for Systems, Printers, Telephone/Mobile, SMATV, Wi-Fi network at site * Software implementation and upgradation support * Expectation and demand management, prioritizations of activities as per plan and resource allocation, * ensure service delivery on time, Reporting to Business and senior management | | |
| Tools | OpenText EDMS, CCMS Zenator, Primavera, ASSAI, MS Access, IDENTEC RFID, ATMS, Navisworks | | |
| Key Achievements | * Successfully Implemented OpenText EDMS, ASSAI, MS Access DB for the Yibal Khuff Capital project **as per** **PDO IM Specification and Production Standards.** * Improvement in RFID based Access Control system (IDENTEC Solution) from personal tracking system to attendance management system by improving system reliability and various report customization * Received **“SHUKRAN”** certificate from client Petroleum Development of Oman (PDO) for the **"Outstanding Achievement"** in Project Information Management for the Yibal Khuff Project Oman. | | |

**Work Experience - L&T Technology Services (July -2010 to Jun-2018)**

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| Project Name | **Information Management Programme - Shell Corrib Gas Project Ireland (Oil & Gas Major)** | Duration | March -2014 to June 2018 |
| Team Size | 25+ including TPCs & Virtual |
| Activities | - Responsible for the accomplishment of Information Management Program for Shell Corrib Gas Project Ireland, by successful deployment of various engineering applications like Engineering Data Warehouse (EDW), ASSAI, SharePoint, Corrosion Inspections and Monitoring System (CIMS), NRX Asset Hub and integration of information between all data centric tools with SAP.  - Post Implementation & Run & maintain Information (Data & Document) management support for Designed changed major, minor modification (MoC) projects for Asset Organization. | | |
| Role & Contribution | * **Role: IM Data Lead – IM Data Management Programme** * Define IM requirements and IM processes for major capital project * Prepared Business case, Project Plan, IM Improvement Plan for Short term and Long-Term   Improvement initiatives, Prepared Project Execution plan, Risk and Mitigation plan  governance model, Implementation plan, training plan, UAT and Cutover plan   * Prepared Information Management Scope of Work (IMSOW), IM/IT Clauses for ITT Document for   EMSC contractors   * Create PIS, CIS as per Engineering Information Specifications (DEP EIS) Standards, Reference Data,   Data Model, Plant Breakdown Structure (PBS)   * Manage Data integrity between EDW, SAP, CIMS, NRX Asset hub and Commissioning system   (Go Completions) for capital project   * User Acceptance Test - EDW, NRX, SharePoint, ASSAI, Use cases * Knowledge management, End user Training to Project Engineers and Business Representatives IM team * Define and setup reporting structure, IM Dash Board for the Project and Asset | | |
| Tools | EDW (IDB/AHA4P, SPF/VTL), ASSAI, SharePoint, Live link, NRX Asset Hub, CIMS | | |
| Key Achievements | * Successfully Implemented and Go-live of all IM tools for the Shell Corrib Gas project **as per** **Operational Excellence Production Standards.** * Received recognition certificate for **"Extraordinary Performance"** from Shell Chief Information Delivery Officer (CIO) for the valuable contribution to Shell Corrib Project. * Corrib EDW Project recognized as first Runner-up for the **Engineers Ireland MEETA Awards**, Management Award category for improving the management of Asset documentation and maintenance management. | | |

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| Project Name | Engineering Information Restructuring and Data Migration – Oil & Gas major, **Shell Kazakhstan NCPOC Project** | Duration | Nov-2011 to Mar-2014 |
| Team Size | 50+ |
| Activities | Engineering information restructuring for the 120K Documents and 300K tags information as per Shell DEP EIS data model and SPF (Smart Plant Foundation) tool requirements. | | |
| Role & Contribution | **Role: Project Information Manager**   * Responsible for setting-up the back-office document and data control activities and setup Document &   Data Control Centre for better transactional support for client Shell Kashagan project from the Back office.   * Establish and setup project delivery framework for Data Scraping and validation of Engineering   Documents and perform activities like preparation of MDDR, Asset register and Asset hierarchy,  Tags and Equipment Class properties, Document to Asset association, Physical connections, Completeness  check and handover of IM deliverables for SOF activity for the facility for system & sub-system completion. | | |
| Tools | MS Access, EDW (SPF/VTL), SAP PM master, Live link, MS Project, MS - Office | | |
| Key Achievements | * Successfully completed project within Budget and timeframe with multi skill team of 50+ team members with highest customer satisfaction. * **Shell Kashagan Project won** “**Platinum Category-Team Academy Award”** at organization level internal competition in L&T Technology Services. | | |

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| Project Name | Metadata Verification & Document Remediation Project **–**  **Oil & Gas Major US EGTL - Chevron** | Duration | Jan-2011 to Oct -2011 |
| Team Size | 22 |
| Role & Contribution | **Role: Project Manager (Engineering Asset Information)**   * Project Management, Project Planning, Execution, Coordination, Monitoring, Control and   Reporting for the Metadata and Document Remediation project   * Established and setup Inhouse web base automated tools for safe execution, quality checks and   for the deliverable preparation activities as per Chevron IM standards & taxonomy   * Validation of information against standard, Engineering documents classification, Tags and   Equipment classification, Asset Hierarchy and Linking to Engineering Documents at different  Assets levels. | | |
| Key Achievements | Successfully set-up and delivered Metadata deliverables and Control procedure, developed activity guideline videos, training materials, Lessons learned, Best Practices Database | | |

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| **Project Name** | Smart Plant In-tools (SPI) Project – **Marathon Oil Project - US** | Duration | July- 2010 to Dec-2010 |
| Team Size | 5 |
| Role & Contribution | **Role: Team Lead-SPI**   * Initialization of database Domain, Create Plant in SPI, Prepare execution methodologies and Quality   check procedures and check list, Review of Input JB, MR drawings, Instrument Loop drawing   * Perform wiring in Wiring Module of SPI, Generate the Loop drawings in SPI with Enhanced Smart Loop * Review and updates Speciation from Data Sheets in Spec Module, Quality checks as per the check list | | |
| Tools | Smart Plant In-tools (SPI) – Version – 8.2, MS- Access, SQL, MS- Office | | |
| Key Achievements | Successfully delivered project deliverables for the approx. 5000 wiring loops and 9000 Instrument Data Sheets as per delivery schedule | | |

**Role: Maintenance Engineer (Instrumentation)**

**Work Experience - Reliance Industries Ltd. - March 1997 to July -2010**

* Extensive experience of 13 years for the operation and maintenance activity of Plant instrumentation for the various plants of facilities, which includes routine maintenance, shutdown maintenance, Break-down maintenance and preventive and predictive maintenance
* Responsible for the Inventory Management, Resource Management, coordination with other disciplines and contractors, ensuring HSE compliance for operation & maintenance of plant assets.
* Worked in various plants of petrochemical complex like CPP & Utility, GCU, HDPE, PTD, OSBL etc.
* To plan, supervise & coordinate all maintenance activities for plant Instruments and Equipment for the smooth operations plants and for the MoC Projects (CAPEX/OPEX projects) for petrochemical plants.
* Knowledge of permit to work system, E-permit Procedure and executing jobs as per SOP & SMPs.
* Familiarize with HSE and toolbox requirements.

Name : Joshi Bhavesh Mukundrai Passport No. : S5497280

**Personal Detail**

Birth Date : 11th October 1975 E-mail : [bhaveshjoshi106@gmail.com](mailto:bhaveshjoshi106@gmail.com) Nationality : Indian Mobile : +968 96062901 (OMAN)

State of Domicile : Gujarat Language Known : English, Hindi, Gujarati