



Managing Operations Meeting Minutes

CanMUG Presentation

January 17th, 2018

Jennie Hawes



Agenda

- Introduction
- Our *Maximo* Implementation
- Business Problem
- Our Solution
- DEMO
- Questions

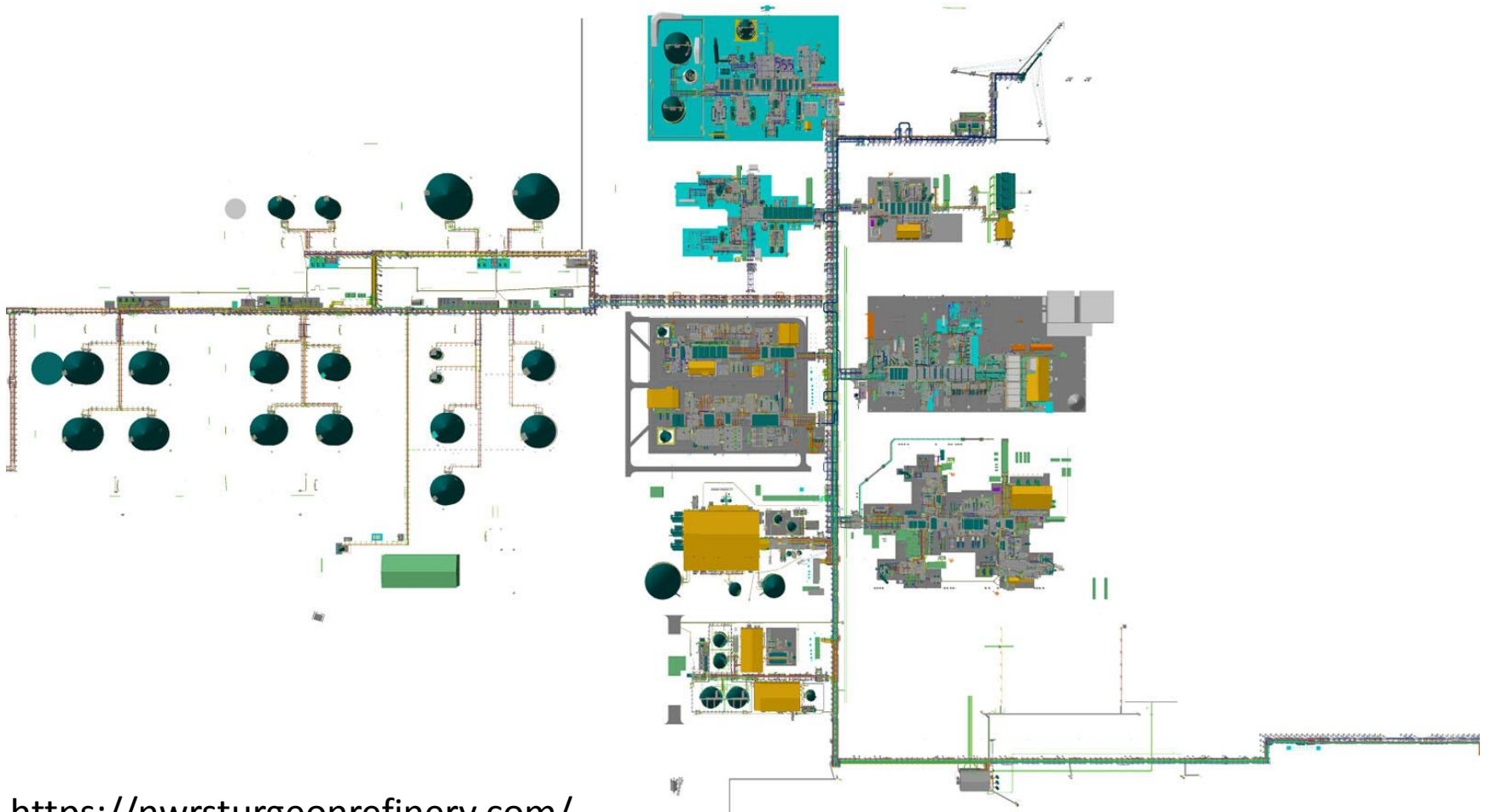


Introduction

- NWR Sturgeon Refinery is the world's only refinery designed from the ground up to incorporate gasification and a carbon capture and storage solution, while producing the cleaner, high value products needed to meet North America's new low carbon standards.
- We are located approximately 45km north-east of Edmonton, immediately west of Agrium's Redwater Fertilizer Operation in Sturgeon County.
- We have developed a bitumen processing solution that produces ultra low sulphur fuels, while incorporating a CO₂ solution with integrated carbon capture and storage. The result is 1.2 million tonnes of CO₂ that we will capture every year. It's a figure equivalent to taking nearly 300,000 cars off our roads.



Introduction



<https://nwrsturgeonrefinery.com/>



Our Maximo Implementation

- Greenfield Implementation
- Currently Running Maximo 7.6.0.8
 - Maximo Oil & Gas 7.6.1.0
- Maximo is our “Corporate Memory”



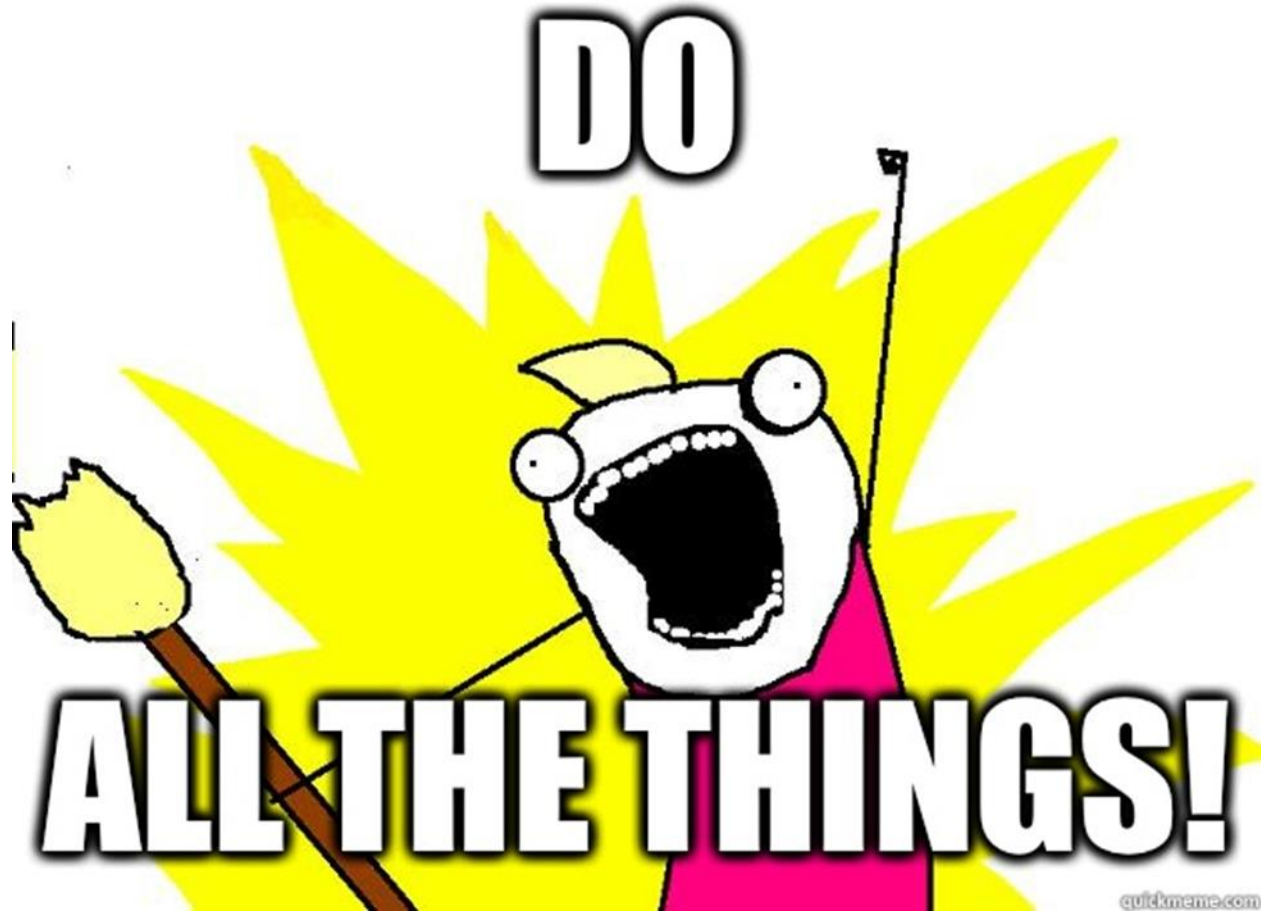
Our Maximo Implementation

Modules we've implemented

- Work Orders
 - Planning
 - Preventive Maintenance
- Labor Reporting
- Inventory
- Purchasing
 - Purchase Requisitions
 - Purchase Orders
 - Contracts
 - LEMS
 - Labor
 - Master
 - Invoicing
 - Desktop Requisitions
- Risk Assessments
- Management of Change
- Incidents
- Investigations
- Compliance Calendar
- Operator Logs
- Daily Operating Instructions
- Isolations
- Bypass/Impairments
- Permit To Work
- Service Requisitions
- Pre Start-up Safety Reviews



Our Maximo Implementation





Business Problem

- Meeting Minutes
 - Stored on people's local machines, or distributed and forgotten
- Meeting Action Items
 - Doh! I totally forgot!
- Meeting Metrics
 - How are we doing? Are we starting on time? Staying on topic?
 - Helps enforce the culture we want to have



Business Problem cont...

- Record our corporate decisions
 - Including the options considered



Our Solution

- Clone MOC app
 - Use existing functionality for generating activities
- Allow a template to speed up recording regularly occurring meetings



Our Solution cont...

List View Meeting Template Attendees Standing Actions Meetings Actions C/O Related Records Log

Meeting Template: MOC101232 * Maximo Enhancement and Defect review and prioritization Status: NEW Attachments
MOC Type: MTGT MPL Creator: JHAWES Site: SR

User Information

* MTG Owner: KNORDAL >> * MTG Lead: JHAWES >>
Name: Nordal, Kris Name: Hawes, Jennie

Meeting Template & Dates

* Frequency: 2 * Meeting Type: ROUTINE
* Frequency Unit: WEEKS

Meeting Template Defaults

Agenda: Review current enhancement list
Prioritize enhancements for next release

Venue: Various

Objective: Review and Prioritize Maximo Enhancements and Defects

Conference Call / Webex Details: Access codes:
Moderator Access code: 9999999 #
Participant Access code: 1111111 #
Dial-In Phone Numbers:

Visibility

Private?

All users with access to the Meeting Template application can view this record.



Our Solution cont...

Meetings (NWR)

Query Find Meeting

List View Meeting Plan **Attendees** Meeting Details

Meeting: MOC101240 Maximo Enhancement and Defect review at

Stakeholders Filter > 1 - 12

Stakeholder	Name
▶ PHOWE >>	[Redacted]
▶ SSCHULZ >>	[Redacted]

Attendees Filter > 1 - 12

Attendee	Name
▶ KNORDAL >>	[Redacted]
▶ JHAWES >>	Hawes, Jennie
▶ KCHRISTENS >>	[Redacted]
▶ MDEVEREUX >>	[Redacted]
▶ DBEULAH >>	[Redacted]
▶ PKRISTENSE >>	[Redacted]
▶ MHALLIDAY >>	[Redacted]
▶ RBEACH >>	[Redacted]
▶ DWALBERG >>	[Redacted]
▶ AVANDERWAI >>	[Redacted]
▶ TITHOV >>	[Redacted]
▶ JTREVORS >>	[Redacted]

on Related Records Log

MOC Type: MTG

Department	Attended?	Sign Off Date
[Redacted]	<input type="checkbox"/>	<input type="text"/>
[Redacted]	<input type="checkbox"/>	<input type="text"/>

Select People New Row

Line	Title	Department	Attended?	Sign Off Date
11	[Redacted]	Information Systems	<input checked="" type="checkbox"/>	22/01/18 10:48
12	Maximo Business Analyst	Information Systems	<input checked="" type="checkbox"/>	22/01/18 10:48
13	[Redacted]	[Redacted]	<input type="checkbox"/>	
14	[Redacted]	[Redacted]	<input type="checkbox"/>	
15	[Redacted]	Information Systems	<input checked="" type="checkbox"/>	22/01/18 10:48
16	[Redacted]	[Redacted]	<input type="checkbox"/>	
17	[Redacted]	[Redacted]	<input type="checkbox"/>	
18	[Redacted]	[Redacted]	<input type="checkbox"/>	
19	[Redacted]	[Redacted]	<input checked="" type="checkbox"/>	22/01/18 10:48
20	[Redacted]	[Redacted]	<input type="checkbox"/>	
21	[Redacted]	[Redacted]	<input type="checkbox"/>	
22	[Redacted]	[Redacted]	<input type="checkbox"/>	
23	[Redacted]	[Redacted]	<input type="checkbox"/>	
24	[Redacted]	[Redacted]	<input type="checkbox"/>	
25	[Redacted]	[Redacted]	<input type="checkbox"/>	
26	[Redacted]	[Redacted]	<input type="checkbox"/>	
27	[Redacted]	[Redacted]	<input type="checkbox"/>	
28	[Redacted]	[Redacted]	<input type="checkbox"/>	
29	[Redacted]	[Redacted]	<input type="checkbox"/>	
30	[Redacted]	[Redacted]	<input type="checkbox"/>	
31	[Redacted]	[Redacted]	<input type="checkbox"/>	
32	[Redacted]	[Redacted]	<input type="checkbox"/>	

Select People New Row



Our Solution cont...

Home Menu Meetings (NWR)

Query Find Meeting Select Action

List View Meeting Plan Attendees Meeting Details Meeting Actions Actions C/O Completion Related Records Log

Meeting: MOC101240 Maximo Enhancement and Defect review and prioritization MOC Type: MTG

Summary

Agenda:

Review current enhancement list
Prioritize enhancements for next release

Minutes:

Make some decisions
Do some stuff
Book some meetings
Give Jennie a raise



Our Solution cont...

Home Menu **Meetings (NWR)**

Query

List View Meeting Plan Attendees Meeting Details **Meeting Actions** Actions C/O Completion Related Records Log

Meeting:

Actions

MOC Action	Task Description	Action Due Date	Action By	WO / Activity #	Status	Completed?	Sign Off Date
PST000	Book a meeting	08/02/18 10:52	AI/ANDERWA	ACT170582	NEW	<input type="checkbox"/>	
PST000	Do some stuff	07/02/18 10:52	JHAWES	ACT170587	INPROG	<input type="checkbox"/>	

Meeting Action: PST000

Action Group:

Action By: JHAWES "/>

Action By Group: "/>

* Action Due Date:

Lead Days:

* Generate: Work Order Activity None

WO Class: ACTIVITY

Target Finish:



Our Solution cont...

Home Menu **Meetings (NWR)**

Query Find Meeting Select Action

[List View](#) [Meeting Plan](#) [Attendees](#) [Meeting Details](#) [Meeting Actions](#) **Actions C/O** [Completion](#) [Related Records](#) [Log](#)

Meeting: MOC101240 Status: NEW MOC Type: MTG

Open Actions (For Meeting Template) [Filter](#) 1 - 6 of 6

MOC Action	Task Description	Action Due Date	Action By	WO / Activity #	Status	Completed?	Sign Off Date
PST000	Gather Gaps from BUs and prep for Paul	13/01/18 13:30	JHAWES	ACT142114	COMP	<input type="checkbox"/>	
PST000	Book BATT meeting	11/01/18 12:30	KNORDAL	ACT142115	COMP	<input type="checkbox"/>	
PST000	Book Req's meeting for new MOC workflow	18/01/18 13:00	JHAWES	ACT142116	NEW	<input type="checkbox"/>	
PST000	Come up with schedule for all remaining enhancements	19/01/18 13:00	JHAWES	ACT142117	NEW	<input type="checkbox"/>	
PST000	Book a meeting	08/02/18 10:52	AVANDERWA	ACT170582	NEW	<input type="checkbox"/>	
PST000	Do some stuff	07/02/18 10:52	JHAWES	ACT170587	INPROG	<input type="checkbox"/>	

Completed Actions (For Meeting Template) [Filter](#) 1 - 4 of 4

MOC Action	Task Description	Action Due Date	Action By	WO / Activity #	Status	Completed?	Sign Off Date
PST000	Get rankings for Ops & WM	02/12/17 12:00	MDEVEREUX			<input checked="" type="checkbox"/>	16/01/18 12:12
PST000	Get rankings for other BUs	02/12/17 12:00	JHAWES			<input checked="" type="checkbox"/>	16/01/18 12:12
PST000	Get hours available from developers	07/12/17 12:07	KCHRISTENS			<input checked="" type="checkbox"/>	16/01/18 12:12
PST000	Book meeting re: labor upload	14/12/17 12:10	AVANDERWA	ACT142113	COMP	<input checked="" type="checkbox"/>	16/01/18 12:11



Our Solution cont...

Meetings (NWR)

Query Find Meeting Select Action

List View Meeting Plan Attendees Meeting Details Meeting Actions Actions C/O **Completion** Related Records Log

Meeting: MOC101240 Maximo Enhancement and Defect review and prioritization Status: NEW MOC Type: MTG

Closure Details

Metrics **Comments**

Did the meeting start on time?: YES

Did the meeting have sufficient quorum?: YES

Was the desired outcome achieved?: MOSTLY

Were the action items and decisions recorded & reviewed for this meeting?: ALL

Were all agenda items discussed?: ALL

Were action items completed before or on target date?: ALL

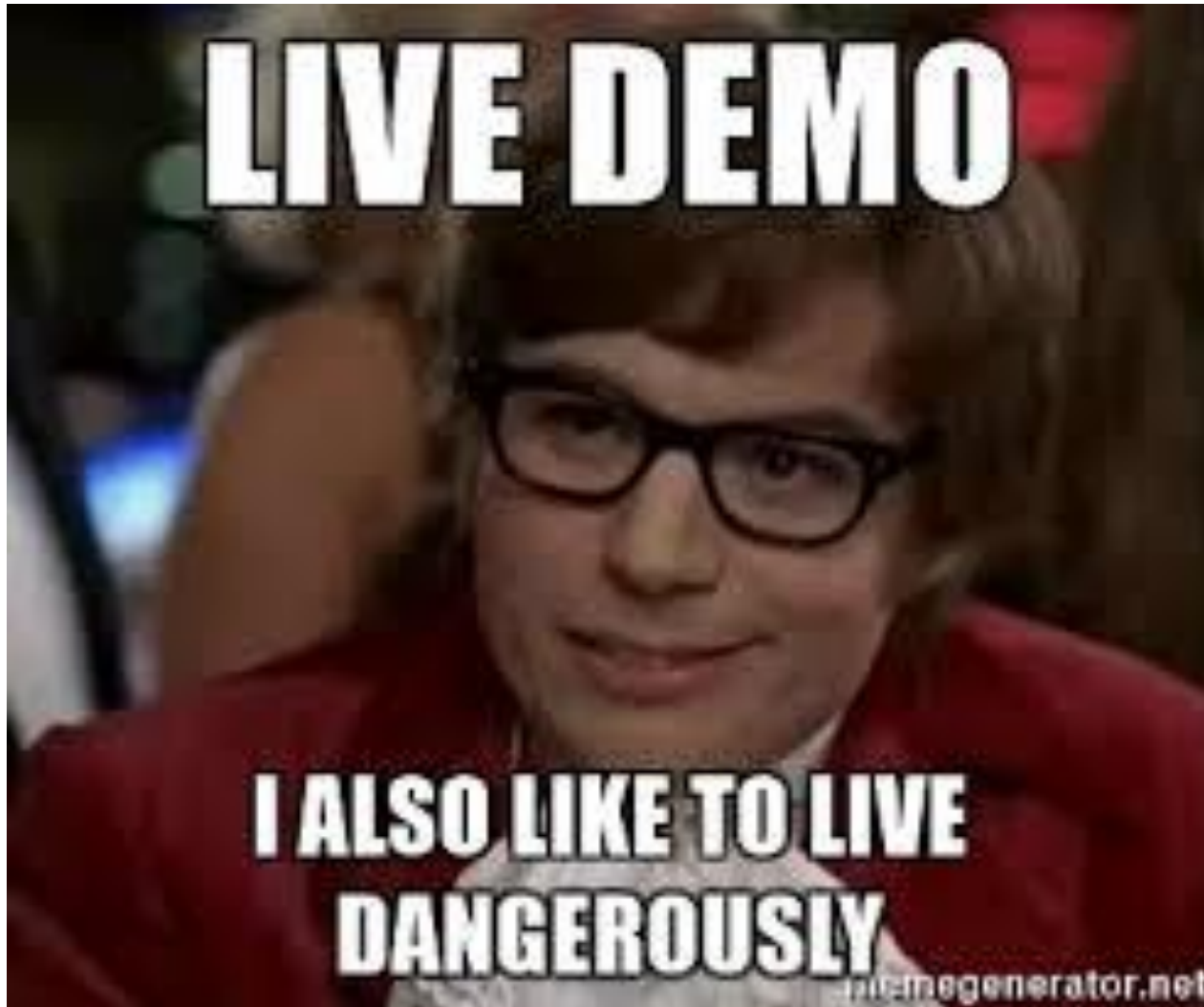
Were there interruptions due to side talks etc.?: SOMEWHAT

Did the meeting end on time or early?: YES

Completion Comments: Meeting room was occupied



Demo





Questions?

