

*Brief introduction of organizational units*

# **Planning and Systems Engineering Management**

A proposal for uploading on the website of SPGC

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# 0- Planning and Systems Engineering Management

**Abstract: Presenting and updating the road map towards optimizing performance, improving efficiency and achieving the goals of the South Pars Gas Complex**

## *Main Activities:*

- 1) Needs Analysis: Identifying and analyzing organizational needs and various related projects in order to determine priorities and requirements
- 2) Data Analysis: Collecting, analyzing and interpreting data related to the performance of systems and processes in order to identify and reflect improvement opportunities
- 3) Strategic Planning: Developing short-term and long-term plans with the aim of achieving the company's overall goals and coordination with macro policies and upstream requirements/regulations and considering organizational capabilities
- 4) Systems Engineering: Designing and implementing new management systems in order to improve processes and improve efficiency
- 5) Project Management: Supervising of capital projects from the planning stage to implementation and evaluation of the results in order to ensure the quality of implementation and compliance with the schedule, resources in particular; Budget
- 6) Continual improvement: Effective role-playing in the direction of Continual improvement in the organization using scientific tools and techniques such as quality engineering
- 7) Training and Empowerment: Benefiting from training facilities and specialized workshops to improve the skills of employees in related fields
- 8) Inter-unit Cooperation: Facilitating effective cooperation between different units of the organization in order to better coordinate in the way of optimizing performance, improving efficiency and achieving goals

## *Directional pillars:*

- (1) Innovation: Promoting innovative thinking in the design of systems and processes
- (2) Responsiveness: Commitment to providing high quality services; responding to the needs of stakeholders
- (3) Efficiency: Focus on optimizing resources and time to achieve better results
- (4) Collaboration: Encouraging teamwork and effective communication at the organization level

# 1- Strategic Studying & Planning Department

## *Main Activities:*

1. Market Analysis: Reviewing and analyzing of gas and energy market trends in order to identify opportunities and threats
2. Strategy Development: Developing and updating long-term and medium-term strategies to improve performance and improve productivity
3. Project Planning: Consulting in planning and managing actions and projects related to improving the processes of the strategic domain
4. Resource Management: Effective participating in evaluating and providing resource optimization solutions (human, financial and technical) in order to achieve goals
5. Research and Development: Consulting in the strategic field of scientific and industrial research process to identify new technologies and improve existing processes
6. Reporting and Monitoring: Providing analytical reports of the strategic field in order to effectively guide senior managers and improve the quality of the decision-making process
7. Interdepartmental Cooperation: Cooperating and positive thinking with all departments of the company for coordination and synergy in achieving maximum goals

## 2- Management Information System [MIS] Department

### *Main Activities:*

1. Development and Maintenance of Systems: Designing, implementing and maintaining of efficient information systems to support organizational processes
2. Data Management: Collecting, storing and analyzing data related to the company's performance in order to provide accurate and up-to-date information to managers
3. Analysis and Reporting: Preparing of analytical reports and management dashboards to help strategic and operational decisions
4. Technical Support: Providing technical support services to users of information systems and thinking together to solve software and hardware problems
5. Training Users: Cooperating in the process of training employees in the use of information systems and software tools in order to improve productivity
6. Information Security: Maximum efforts for the security of the company's data and sensitive information through the implementation of appropriate security protocols in effective interaction with the communication and information technology unit
7. Interdepartmental Cooperation: Cooperating with other units to identify information needs and develop solutions based on information technology
8. Innovation and Continual improvement: Identifying new technologies and Continually improving systems to improve efficiency and reduce costs

### 3- Systems Engineering & Productivity Department

#### *Main Activities:*

1. Organizational Excellence: Playing a key role in leading the complex in moving towards organizational excellence and improving productivity by using optimal mechanisms and experiences, including the effective use of management systems; Providing solutions and corrective proposals to the senior management of the organization in order to operationalize efficient, dynamic and up-to-date systems through the establishment and maintenance of integrated management systems, development of models and concepts of organizational excellence
2. Analysis and Design of Systems: Investigating and analyzing of current processes and design of optimal systems to improve efficiency and reduce costs through recognition, investigation, analysis of problems and issues in all organizational processes and current systems of the company, including managerial, financial, administrative, structural, informational, commercial, operational, engineering and so on
3. Organizational Structure: Effective role-playing in designing the organizational structure according to the complex needs, rearranging and making the organizational structure efficient, standardizing and integrating jobs in order to achieve the goals and fulfill the organizational missions
4. Management of Improvement Projects: Participating in directing and monitoring Continual improvement projects with the aim of improving productivity
5. Development of Productivity Models: Creating and cooperating in the implementation of models and monitoring of productivity evaluation criteria
6. Training and Empowerment: Consulting in the training process in the field of optimization methods and the use of tools in order to improve productivity
7. Data Analysis and Reporting: Collecting and analyzing performance data to identify trends and provide analytical reports
8. Using New Technologies: Participating in identifying and implementing new technologies and related tools to improve processes and improve productivity
9. Change Management: Providing solutions to facilitate change processes in the organization with the aim of Continual improvement and compliance with organizational requirements
10. Interdepartmental Cooperation: Cooperating with other units to identify existing needs and challenges and provide appropriate proposed solutions

### **3-1- Productivity and Performance Evaluation Department**

#### *Main Activities:*

- 1- Performance Measurement and Monitoring: Determining and monitoring key performance indicators (KPI) in order to evaluate efficiency and effectiveness
- 2- Analysis and Identification of Opportunities: Identifying weak points and improvement opportunities in processes in order to improve productivity
- 3- Development of Improvement Programs: Design and consulting for the implementation of continual improvement programs in cooperation with other units to improve efficiency
- 4- Training and Empowerment: Improving the level of knowledge and skills of employees through counseling in holding training courses and practical workshops
- 5- Clear Reporting: Providing accurate and clear reports of performance status to management to make expert decisions
- 6- Innovation and Technology: Participating in the review and implementation of new technologies to improve processes and improve productivity

## 3-2- Management Systems Department

### *Main Activities:*

- 1- Development and Implementation of Standards: Designing and implementing of integrated management systems based on international standards (such as ISO 9001, ISO 14001, ISO 45001) to improve quality and reduce risks
- 2- Monitoring and Evaluation of Performance: Continual monitoring of the performance of management systems and evaluation of compliance with relevant standards and requirements and regulations
- 3- Training and Empowerment: Consulting for holding training courses in order to improve knowledge and skills related to management systems
- 4- Risk Management: Identifying and evaluating risks and opportunities in processes and providing appropriate solutions for their efficient management
- 5- Continual improvement: Promoting a culture of continual improvement through the effective collection and presentation of feedback and analysis in order to identify improvement opportunities
- 6- Reporting and Transparency: Preparing of periodic reports on the status of management systems for senior management for expert decision-making



### **3-3- Organizational Review and Methods Department**

*Main Activities:*

- 1- Analysis of the Organizational Structure: Reviewing and analyzing of the current structure of the organization in order to identify the strengths and weaknesses and provide suggestions for improvement
- 2- Optimizing Processes: Participating in identifying and analyzing the company's key processes and providing solutions to improve efficiency and reduce time and costs
- 3- Development of New Methods: Participating in research and development of new management methods and Continual improvement techniques to improve the quality of services and products
- 4- Performance Monitoring and Evaluation: Participating in the creation of process performance monitoring and evaluation systems in order to identify deficiencies and improvement opportunities
- 5- Training and Empowerment: Consulting in holding necessary training courses in the field of optimizing processes and using new management tools
- 6- Change Management: Planning and managing organizational changes with minimal disruption in current processes and operations
- 7- Reporting and Consulting: Preparing detailed and comprehensive reports about the state of the organizational structure and methods and providing advice to senior management for optimal strategic directions

## 4- Technical & Economic Review of Projects Department

### *Main Activities:*

1. Technical Analysis of Projects: Evaluating and analyzing of technical aspects of scenarios and large plans in order to determine feasibility and technical effects on operations
2. Economic Analysis: Examining costs and benefits related to projects, including cost-benefit analysis, return on investment (ROI) and return on investment period
3. Preparing Explanatory Reports: Preparing and presenting comprehensive explanatory reports for scenarios and projects, including technical and economic analyzes in line with expert decision-making
4. Management of Economic Risks: Identifying and evaluating economic risks related to scenarios and plans and proposing appropriate solutions to reduce these risks
5. Decision Support: Providing technical and economic advice to management and other units to help make strategic decisions
6. Market Analysis: Reviewing and analyzing of markets related to the company's products and services in order to identify opportunities and threats
7. Inter-Unit Cooperation: Interacting and cooperating with other organizational units in order to collect necessary information and coordinate the implementation of plans
8. Proposing Improvement of Processes: Identifying improvement opportunities in technical and economic review processes in order to improve efficiency and accuracy in evaluations
9. Performance Evaluation of Projects: Performance evaluating based on technical and economic criteria after the implementation of projects; In order to learn from past experiences

## 5- Project Planning & Control Department

### *Main Activities:*

1. Project Planning: Developing comprehensive plans for various capital projects, including timing, resources and costs, in order to supervise and ensure the achievement of project goals
2. Controlling the Progress of Projects: Monitoring the progress of projects and comparing it with the initial plans in order to identify deviations and take necessary measures
3. Resource Management: Monitoring the optimal allocation of human, financial and technical resources to projects to maximize efficiency and reduce costs
4. Risk Analysis: Identifying, evaluating and managing risks related to projects in order to reduce negative effects on project progress and results
5. Reporting: Preparing and presenting periodic reports to the management about the status of projects, progress, problems and proposed solutions
6. Coordination between Units: Cooperating and coordinating with other organizational units to ensure the alignment of project goals with the overall strategies of the company
7. Continual improvement of Processes: Identifying improvement opportunities in project planning and control processes in order to improve efficiency and effectiveness
8. Using Project Management Tools: Implementing and using project management software and tools to facilitate the monitoring and control process