APACHE IT TRAINING INITIATIVE

2014 DISCOVERY PHASE FINDINGS

2013 IT CUSTOMER SATISFACTION SURVEY RESULTS & METRICS – IT TRAINING

2013 IT SURVEY RESULTS & METRICS – IT TRAINING

▼ Result of Survey:

  ▼ Company-wide request: More Training is Needed

  ▼ Apaches Want to Be Trained

    ▲ We've done a good job creating "Do-It-Yourself" IT4U content

      ▲ HTML-based Tutorials

      ▲ Word files, PDF files, Excel Spreadsheets, etc

    ▲ We need more <u>Training</u>

      ▲ More Courses – whether Classroom or Virtual or eLearning or Video

      ▲ Formal Training Requests vs. One-Time Rollout Training

Apache

2013 IT SURVEY RESULTS & METRICS – IT TRAINING

TOP ISSUES – BY CATEGORY	#	%
General Computing	402	51%
Communications	140	18%
Document Management	87	11%
Reporting	76	10%
Corporate	29	4%
Operations	27	3%
GeoComputing	22	2%
ALL	**783**	**100%**

TOP ISSUES – BY AREA	#	%
Personal / Desktop Computers	130	18%
Network Performance	93	13%
Printing, Copying & Scanning	52	7%
Mobile Access (access to Apache resources via smartphone or tablet)	47	6%
Collab/Sharepoint	45	6%
Remote Access (access to Apache "desktop" while away from office)	42	6%
Office Phones	41	6%
Conference Room/Audio Visual	37	5%
Scout	36	5%
Lync	34	5%
Electronic documents – Other Repositories (FileNet)	32	4%
Mobile Phones / Smart Phones	28	4%
Other Reporting Tools – IBI, SAP	25	3%
Audio Conferencing	20	3%
Video Conferencing	17	2%
Well Portal	15	2%
Human Resources – Lawson	13	2%
Drilling/Comp – OpenWells	11	2%
Electronic Documents – Network File Shares	10	1%
ALL	**728**	**100%**

ISSUES IN GENERAL COMPUTING	#	%
Personal / Desktop Computers	130	32%
Network Performance	93	23%
Printing, Copying & Scanning	52	13%
Mobile Access (access to Apache resources via smartphone or tablet)	47	12%
Remote Access (access to Apache "desktop" while away from office)	42	10%
Conference Room/Audio Visual	37	9%
ALL	**402**	**100%**

"Productivity via Technology" seems to be a theme

2013 IT SURVEY RESULTS & METRICS – IT TRAINING

TOP TEN SURVEY ISSUES

1. Personal / Desktop Computers
2. Network Performance
3. Printing, Copying & Scanning
4. Mobile Access (access to Apache resources via smartphone or tablet)
5. Collaboration / Sharepoint
6. Remote Access (access to Apache "Desktop" while away from office)
7. Office Phones
8. Conference Room / Audio Visual
9. Scout
10. Lync

"Productivity via Technology" = *"Training Apaches to use IT"*

APACHE IT TRAINING INITIATIVE
KEY OPPORTUNITIES

APACHE IT TRAINING INITIATIVE

▼ Discovery Phase - Q4 2014

- ◢ 20 Discovery Meetings Held During the Months of November / December 2014
  - ◢ Gather IT Training Needs, Requests and Requirements
  - ◢ For Entire Apache IT Community

- ◢ Review of both IT4U and IT University
  - ◢ For Both Content & Structure

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APACHE IT TRAINING INITIATIVE – 2014 DISCOVERY MEETINGS

▼ **APPLICATIONS**

OPERATIONS	Lisa Petty	Director
	JJ Legendre/T Kunz	Avocet,* WellView*
CORPORATE	Director - Jim Basich	
	Clarance Jones	Endur (Marketing)
	Dave Harger/Ed Raz	SAP,* AHub, Hyperion Planning, BASWare, AFE (MetaStorm)
	Ken Smith	Lawson (HR)
	Maria Wells	EPM,* HEAT, NET, Performance Appraiser
E&P	Bradley Lauritsen	Director
	Bruce Sanderson	GIS Manager
	Megan O'Malley	GIS*

▼ **INFORMATION MANAGEMENT**

DIRECTOR	Travis Osborne	
BUSINESS INTELLIGENCE	Jon Samuelson	Scout,* Well Portal*
CONTENT MANAGEMENT	Diane Drabek	Sharepoint,* FileNet
RECORDS MANAGEMENT	Larry Janeka	FileTrail,* FileNet,* ServiceNow
DATA ANALYTICS	Mark Ritch	TIBCO SpotFire*

* = Potential Training Project

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MAJOR IT TRAINING NEEDS - APPLICATIONS

- Microsoft Office 2013 Training
- Microsoft Lync Training
- SAP Training
- EPM Rollout Training
- WellView Training
- Avocet Training
- Well Portal / Scout "101"
- Records Governance "Bootcamp"
- Sharepoint Pointers for Content Stewards
- Data Analytics SpotFire Dashboards

PRODUCED AS ILT ? CLASSROOM AND/OR LYNC ? INTERACTIVE ELEARNING?
INTERNAL / EXTERNAL (VENDOR)

MAJOR IT TRAINING NEEDS - INFRASTRUCTURE

- Apache Productivity Training – What is Available, IT-wise
- Connectivity – Remote Desktop, Email, VPN, "Screen Scraper"
  - How to do it with a Mac
  - Using a PC Inside a Server
  - On- Demand "AppStore"
- Mobility – Understanding the Process
  - Guidelines / Rules
  - When is new upgrade available?
  - Run to Failure – Replace @ that time
  - What to do when Phone breaks while traveling
- Conference Room Training
  - How to hold successful meetings
  - How to use Conference Rooms
  - Audio Visual Technology
- Cisco Phone Training

PRODUCED AS ILT ? CLASSROOM AND/OR LYNC ? INTERACTIVE ELEARNING?
INTERNAL / EXTERNAL (VENDOR)

IT TRAINING NEEDS - PRODUCTIVITY COMMERCIALS

- Using your IT4U Help Badge / Card
- Top 20 Microsoft Office Tips
- Top 10 Microsoft Lync Tips
- Microsoft Office 2010 vs Office 2013
- CyberSecurity Do's & Don'ts
- Mobility – Rules & Guidelines
- Citrix/Connectivity/Remote-in
- Outages – what do they mean?
- Voicemail/Outlook
- Apache Productivity Training – What is Available, IT-wise

PRODUCED AS VIDEOS? INTERACTIVE ELEARNING?

2015 TRAINING DEVELOPMENT OPPORTUNITIES

APPLICATIONS TRAINING

1. Microsoft Office 2013 Training
2. Microsoft Lync Training
3. SAP Training
4. EPM Rollout Training
5. WellView Training
6. Avocet Training
7. Well Portal / Scout "101"
8. Records Governance "Bootcamp"
9. Sharepoint Pointers for Content Stewards
10. Data Analytics SpotFire Dashboards

INTERNAL OR VENDOR?

PRODUCED AS ILT?

CLASSROOM AND/OR LYNC?

INTERACTIVE ELEARNING?

VIDEOS?

BOOKS, WHITE PAPERS, OTHER MATERIALS?

PRODUCTIVITY COMMERCIALS

1. Using your IT4U Help Badge / Card
2. Top 20 Microsoft Office Tips
3. Top 10 Microsoft Lync Tips
4. Microsoft Office 2010 vs Office 2013
5. CyberSecurity Do's & Don'ts
6. Mobility – Rules & Guidelines
7. Citrix/Connectivity/Remote-in
8. Outages – what do they mean?
9. Voicemail/Outlook
10. Productivity Training – What is Available, IT-wise

PRODUCED AS VIDEOS?

INTERACTIVE ELEARNING?

IT UNIVERSITY

1. IT University Sharepoint Workspace
2. IT University Communications Plan
3. IT University Course Calendar
4. IT University Online Catalog Redesign
5. IT Onboarding Packet Review
6. IT University Online Training Request Form
7. IT4U Front End Search Engine Redesign

INFRASTRUCTURE TRAINING

1. Productivity Training – What is Available, IT-wise
2. Connectivity Training
3. Mobility Training (Process Guidelines / Rules)
4. Conference Room Training
5. Cisco Phone System Training

PRODUCED AS ILT ?

CLASSROOM AND/OR LYNC?

INTERACTIVE ELEARNING?

VIDEOS?

BOOKS, WHITE PAPERS, OTHER MATERIALS?

32 (62) IT Training Opportunities in all

2015 TRAINING DEVELOPMENT OPPORTUNITIES

PROJECT	INTERNAL OR VENDOR	ILT	LYNC	CBT	VID	SELF	PRIORITY	Q 2015	STAKEHOLDER	SME	TOOLS
APPLICATIONS TRAINING											
1. Microsoft Office 2013 Training	INTERNAL / VENDOR	?	?	?		?	HIGH	Q1	M.KYKENDALL/K.MCGRAW		POWERPOINT/LYNC/ARTICULATE/ADOBE CLOUD
2. Microsoft Lync Training	INTERNAL	?	?	?		?	HIGH	Q1	M.KYKENDALL/K.MCGRAW		POWERPOINT/LYNC/ARTICULATE/ADOBE CLOUD
3. SAP Training	INTERNAL / VENDOR	?	?	?		?	MED	Q1	D.HARGER/E.RAZ		POWERPOINT/LYNC/ARTICULATE/ADOBE CLOUD
4. EPM Rollout Training	VENDOR	?	?	?		?	HIGH	Q1	M.WELLS		
5. WellView Training	INTERNAL	?	?	?		?	MED	Q1	L.PETTY/JJ.LEGENDRE	D.WELLMAN	POWERPOINT/LYNC/ARTICULATE/ADOBE CLOUD
6. Avocet Training	VENDOR	?	?	?		?	MED	Q?	L.PETTY/JJ.LEGENDRE		
7. Well Portal / Scout "101"	INTERNAL	?	?	?		?	HIGH	Q?	T.OSBORNE		POWERPOINT/LYNC/ARTICULATE/ADOBE CLOUD
8. Records Governance "Bootcamp"	INTERNAL	?	?	?		?	HIGH	Q?	T.OSBORNE		POWERPOINT/LYNC/ARTICULATE/ADOBE CLOUD
9. Sharepoint Pointers for Content Stewards	INTERNAL	?	?	?		?	MED	Q?	T.OSBORNE		POWERPOINT/LYNC/ARTICULATE/ADOBE CLOUD
10. Data Analytics SpotFire Dashboards	INTERNAL	?	?	?		?	LOW	Q?	T.OSBORNE		POWERPOINT/LYNC/ARTICULATE/ADOBE CLOUD
INFRASTRUCTURE TRAINING											
1. Productivity Training – What is Available, IT-wise	INTERNAL	?	?	?		?	HIGH	Q?	M.KYKENDALL/K.MCGRAW		POWERPOINT/LYNC/ARTICULATE/ADOBE CLOUD
2. Connectivity Training	INTERNAL	?	?	?		?	HIGH	Q?	M.KYKENDALL/K.MCGRAW		POWERPOINT/LYNC/ARTICULATE/ADOBE CLOUD
3. Mobility Training (Process Guidelines / Rules)	INTERNAL	?	?	?		?	HIGH	Q?	M.KYKENDALL/K.MCGRAW		POWERPOINT/LYNC/ARTICULATE/ADOBE CLOUD
4. Conference Room Training	INTERNAL	?	?	?		?	HIGH	Q?	M.KYKENDALL/K.MCGRAW	P.PAGEL	POWERPOINT/LYNC/ARTICULATE/ADOBE CLOUD
5. Cisco Phone System Training	INTERNAL / VENDOR	?	?	?		?	HIGH	Q?	M.KYKENDALL/K.MCGRAW	A.WEN + TEAM	POWERPOINT/LYNC/ARTICULATE/ADOBE CLOUD
PRODUCTIVITY COMMERCIALS											
1. Using your IT4U Help Badge / Card	INTERNAL			X			HIGH	Q?	M.KYKENDALL/K.MCGRAW		ADOBE CLOUD (ADOBE PREMIERE)
2. Top 20 Microsoft Office Tips	INTERNAL			X			HIGH	Q?	M.KYKENDALL/K.MCGRAW		ADOBE CLOUD (ADOBE PREMIERE)
3. Top 10 Microsoft Lync Tips	INTERNAL			X			HIGH	Q?	M.KYKENDALL/K.MCGRAW		ADOBE CLOUD (ADOBE PREMIERE)
4. Microsoft Office 2010 vs Office 2013	INTERNAL			X			HIGH	Q?	M.KYKENDALL/K.MCGRAW		ADOBE CLOUD (ADOBE PREMIERE)
5. CyberSecurity Do's & Don'ts	INTERNAL			X			HIGH	Q?	T.CARUSO	T.CARUSO	ADOBE CLOUD (ADOBE PREMIERE)
6. Mobility – Rules & Guidelines	INTERNAL			X			HIGH	Q?	M.KYKENDALL/K.MCGRAW		ADOBE CLOUD (ADOBE PREMIERE)
7. Citrix/Connectivity/Remote-in	INTERNAL			X			HIGH	Q?	M.KYKENDALL/K.MCGRAW	A.WEN + TEAM	ADOBE CLOUD (ADOBE PREMIERE)
8. Outages – what do they mean?	INTERNAL			X			HIGH	Q?	M.KYKENDALL/K.MCGRAW		ADOBE CLOUD (ADOBE PREMIERE)
9. Voicemail/Outlook	INTERNAL			X			HIGH	Q?	M.KYKENDALL/K.MCGRAW	A.WEN + TEAM	ADOBE CLOUD (ADOBE PREMIERE)
10. Productivity Training – What is Available, IT-wise	INTERNAL			X			HIGH	Q?	M.KYKENDALL/K.MCGRAW		ADOBE CLOUD (ADOBE PREMIERE)
IT UNIVERSITY PROJECTS											
1. IT University Sharepoint Workspace	INTERNAL						HIGH	Q1	M.KYKENDALL/K.MCGRAW	D.DRABEK, D.LONG	SHAREPOINT
2. IT University Communications Plan	INTERNAL						HIGH	Q1	M.KYKENDALL/K.MCGRAW	K.MCGRAW, D.LONG	MICROSOFT OFFICE/ADOBE CLOUD
3. IT University Course Calendar	INTERNAL						HIGH	Q1	M.KYKENDALL/K.MCGRAW	K.MCGRAW	SHAREPOINT
4. IT University Online Catalog / Content Redesign	INTERNAL						HIGH	Q?	M.KYKENDALL/K.MCGRAW	K.MCGRAW, D.LONG	SHAREPOINT/ADOBE CLOUD
5. IT Onboarding Packet Review	INTERNAL						LOW	Q1	M.KYKENDALL/K.MCGRAW	K.MCGRAW, D.LONG	
6. IT University Online Training Request Form	INTERNAL						LOW	Q2	M.KYKENDALL/K.MCGRAW	D.DRABEK	SHAREPOINT
7. IT4U Front End Search Engine Redesign	INTERNAL						MED	Q?	M.KYKENDALL/K.MCGRAW	D.DRABEK, D.LONG, K.MCGRAW	SHAREPOINT

All Opportunities need to be prioritized for 2015

IT UNIVERSITY NEEDS – CONTENT

▼ Metrics - True Courses: Videos

APACHE APPS

@ Introduction to Scout II
Foundation - **WebEx** presentation - narrated
@ Introduction to Well Portal II
Foundation - **WebEx** presentation - narrated
@ Land Data Management Overview
Foundation - **WebEx** presentation - narrated
@ Introduction to Well Portal III
Foundation - training video – narrated
* Introduction to Enterprise Content Management
Foundation - narrated training module - produced by Apache and Cell Media

OTHERS

Introduction to SSRS I - Overview
Foundation - workshop presentation - by Stonebridge
BI Demo II - PowerPivot & PowerView
Foundation - narrated video - individual website
* PowerView Demos
Foundation - interactive videos - One Click Business Intelligence
Building Stylish & Effective PowerView Reports
Foundation - narrated demo - Microsoft channel 9, TechEd 2012
Introduction to OWL 7 Database
Foundation - training videos (6)
Sharefile Training Videos
Foundation - Video Tutorials - from Citrix

MICROSOFT OFFICE, SQL & SHAREPOINT

Introduction to SharePoint I - Basics
Foundation - self-paced lessons - Microsoft Office site
Introduction to SharePoint II - Ribbon highlights
Foundation - narrated video - Microsoft Office site
My Sites: Connecting to people and information
Intermediate - self-paced course - Microsoft Office site
Use tags and notes to share information with colleagues
Advanced - narrated video - Microsoft Office site
Office2010 - What's New?
Foundation - training video - narrated
Vista Office2007 - Apache deployment
Foundation - training video - narrated
Introduction to Windows 7
Foundation - training video - narrated
Introduction to Windows 7 (Perth)
Foundation - training video – narrated
Getting Started with Internet Explorer 9
Foundation - training video - Microsoft Windows
Excel Skills Builder
Foundation - video training series - Microsoft Office

** The Future of Visual Business Intelligence in SharePoint
Foundation - interactive video - Microsoft channel 9, TechEd 2012
Exploring Self-Service Reporting with SQL Server 2012 PowerView
Foundation - narrated demo - Microsoft channel 9

MICROSOFT LYNC

Schedule Lync meetings
Foundation - self-paced training videos (narrated) - from Microsoft
•Customize your meeting options
•Schedule a meeting as a delegate
•Schedule a meeting for a large audience
•Schedule a typical meeting
Join Lync meetings
Foundation - self-paced training videos (narrated) - from Microsoft
•Call into a meeting as a leader or participant
•Call into a meeting as an international participant
•Join a meeting and select an audio option
•Join a meeting using Lync Attendee or Lync Web App
Perform Lync common tasks
Foundation - short training video clips - from Microsoft
•Add a contact
•Add a note
•Answer a call
•Change your status
•Find and add a contact
•Forward all calls
•Make a call
•Send an IM
•Set up simultaneous ring
•Share a PowerPoint
•Share your desktop
•Tag a contact
Make, receive, and manage Lync calls
Foundation - self-paced training videos (narrated) - from Microsoft
•Check your call quality
•Answer a call
•Check your voice mail
•Make a call
•Add voice to an instant message
•Manage your calls
•Change your voice mail greeting and options
•Set up call forwarding and simultaneous ring in Lync 2010

* = Dead Link   ** = Separated Audio/Visuals
@ = Apache-Owned, Hosted & Managed Content

IT UNIVERSITY NEEDS – CONTENT

▼ Metrics - True Courses: PowerPoint Presentations

*** Compliance Accounting Presentation - Overview
Foundation - PowerPoint slides
*** Corporate Accounting Presentation - Overview
Foundation - PowerPoint slides
*** Capital Expenditure Presentation - Overview
Foundation - PowerPoint slides
*** Lease Operating Expenditure Presentation - Overview
Foundation - PowerPoint slides
*** Corporate Land Administration Presentation - Overview
Foundation - PowerPoint
*** Marketing Accounting Presentation - Overview
Foundation - PowerPoint
*** North America Marketing Presentation - Overview
Foundation - PowerPoint slides
*** Revenue Accounting Presentation - Overview
Foundation - PowerPoint slides
*** System Support Presentation - Overview
Foundation - PowerPoint slides

*** Hands-On BI Training - PowerPivot & PowerView
Foundation - slide presentation - Apache provided
*** Introduction to SAP: Overview and Basic Navigation
Foundation - Apache training course - PowerPoint presentation
*** ARIES Fundamentals
Foundation - training presentation (Landmark) – PowerPoint
*** Introduction to Enablon I - EHS Portal, Event Management Module
Foundation - training presentation – PowerPoint
*** Phishing Email Awareness - Online Tutorial
Foundation - PowerPoint presentation
*** Phishing Email Awareness - Classroom Training
Foundation - PowerPoint presentation
*** Navigating and Understanding SharePoint
Foundation - in-house training course - PowerPoint slides
*** Basic SharePoint Editing
Foundation - in-house training course - PowerPoint slides
*** Tips and Tricks
Foundation - in-house training course - PowerPoint slides

*** Introduction to Lync I - Schedule an Online Meeting
Foundation - classroom presentation - slides
*** Introduction to Lync II - Basic Training
Foundation - classroom presentation - slides
*** Introduction to Lync III - Web Application Training
Foundation - classroom presentation - slides
*** Introduction to Lync IV - Delegate Training
Foundation - classroom presentation - slides
*** Introduction to Lync V - What is Lync
Foundation - Aberdeen classroom presentation - slides

*** = Static File, No Audio - not a Presentation or Course

Use Articulate to quickly turn PowerPoints into true Online Courses

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IT UNIVERSITY NEEDS – CONTENT

▼ Metrics - True Courses: ILT/CBT - Other Sites

Sharefile Live Classroom Instruction - Registration
Foundation - Online Webinar - from Citrix
Introduction to Endur
Foundation - computer based training brochure from OpenLink
* Interactive Petrophysics I - Fundamentals
Foundation - training course - offered by Senergy
* Interactive Petrophysics II - Advanced
Intermediate, Advanced, Expert - training course - offered by Senergy
**** PowerPivot Courses
Foundation - self-paced training videos (13 courses under Business Intelligence) - Pluralsight library
[Cost: $30 per month for unlimited views of videos]
**** Petrel Fundamentals
Foundation - training course - offered by NExT, A Schlumberger Company
**** Oilfield Data Manager (ODM) I - Fundamentals
Foundation - training course - offered by Synergy
**** Oilfield Data Manager (ODM) II - Advanced
Intermediate, Advanced, Expert - training course - offered by Senergy
**** Microsoft Office Class Schedule (Houston)
Introduction, Intermediate, Advanced - offsite training - offered by CompuTrain

*   = Dead Link
**** = $$$$ (and in some cases, Travel)

IT UNIVERSITY NEEDS – CONTENT

▾ Metrics – What is online now

College > Content Type V	Apache Basics	Biz Intel	ERP	Geo	HR	PR	Ops	Petro	PM	IT Train	Work Prod	TOTAL
Word docs and PDFs	55	2*	2	0	0	1	12	0	0	5	2	79
Excel Spreadsheets	2	3**	22	0	0	0	1	0	0	0	0	28
Powerpoints	19	4	9	0	0	0	2	0	0	2	9	45
Video & Flash files	4	2	2	0	0	0	0	0	0	0	33*	41
WebEx files	3	0	0	0	0	0	0	0	0	0	0	3
Graphics files	1	0	0	0	0	0	0	0	0	0	0	1
HTML how-to's	4	0	109	0	0	0	0	0	0	0	0	113
Links to other sites	1	5	0	1	7	0	2	4	0	0	38*	30*
Links that don't work	3	5*	1	0	7*	0	0	2	0	0	3	20
TOTAL	89	16	144	1	7*	1	17	2	0	7	57*	360

▾ Lots of empty buckets (PM, Geo. Petro, ERP)

▾ Few "Courses" = Mostly IT4U "Self-Help"

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MAJOR IT TRAINING NEEDS PRIORITIZATION
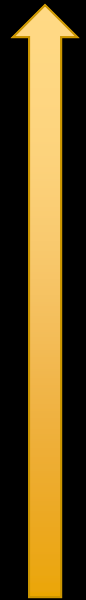
MICROSOFT OFFICE 2013 - TRAINING

▼ **New Microsoft Office 2013 Training Content in IT University**

Quick Start Guides – Uploaded to Sharepoint

Access 2013
Foundation - Microsoft Access 2013 Quick Start Guide
Excel 2013
Foundation - Microsoft Excel 2013 Quick Start Guide
Outlook 2013
Foundation - Microsoft Outlook 2013 Quick Start Guide
PowerPoint 2013
Foundation - Microsoft PowerPoint 2013 Quick Start Guide
Project 2013
Foundation - Microsoft Project 2013 Quick Start Guide
Visio 2013
Foundation - Microsoft Visio 2013 Quick Start Guide
Word 2013
Foundation - Microsoft Word 2013 Quick Start Guide
Microsoft Office 2013 Guidebook
Foundation - Microsoft Office 2013 Guidebook - PDF

What's New - Self Help – Links to Pages

Office 2013
Foundation - Microsoft Office 2013 - Self Help
Access 2013
Foundation - Microsoft Access 2013 - Self Help
Excel 2013
Foundation - Microsoft Excel 2013 - Self Help
Outlook 2013
Foundation - Microsoft Outlook 2013 - Self Help
PowerPoint 2013
Foundation - Microsoft PowerPoint 2013 - Self Help
Project 2013
Foundation - Microsoft Project 2013 - Self Help
Visio 2013
Foundation - Microsoft Visio 2013 - Self Help
Word 2013
Foundation - Microsoft Word 2013 - Self Help

Lync 2013 Training – Links to Pages

Introduction to Lync 2013
Foundation - Microsoft Lync 2013 - Self Help

Videos – Links to Pages with Multiple Videos

Access 2013
Foundation, Intermediate and Advanced - training videos - narrated
Excel 2013
Foundation, Intermediate and Advanced - training videos - narrated
Lync 2013
Foundation, Intermediate and Advanced - training videos - narrated
Outlook 2013
Foundation, Intermediate and Advanced - training videos - narrated
PowerPoint 2013
Foundation, Intermediate and Advanced - training videos - narrated
Project 2013
Foundation, Intermediate and Advanced - training videos - narrated
Visio 2013
Foundation, Intermediate and Advanced - training videos - narrated
Word 2013
Foundation, Intermediate and Advanced - training videos - narrated

Live, Instructor-Led Classes - Office 2013 and Legacy

Microsoft Office Class Schedule (Houston)
Foundation, Intermediate, Advanced - offsite training - offered by CompuTrain

Older Training Designated as Legacy Training:

Microsoft Office / Windows Training Videos
Lync Training

Apache

MICROSOFT OFFICE 2013 - TRAINING

▼ **eLearning Modules - SCORM Packages - Downloaded from Microsoft**

MAKE THE SWITCH
Access 2013
Foundation - Make the Switch to Microsoft Access 2013
Excel 2013
Foundation - Make the Switch to Microsoft Excel 2013
Outlook 2013
Foundation - Make the Switch to Microsoft Outlook 2013
PowerPoint 2013
Foundation - Make the Switch to Microsoft PowerPoint 2013
Project 2013
Foundation - Make the Switch to Microsoft Project 2013
Visio 2013
Foundation - Make the Switch to Microsoft Visio 2013
Word 2013
Foundation - Make the Switch to Microsoft Word 2013
Lync 2013
Foundation - Make the Switch to Microsoft Lync 2013

FUNDEMENTALS
Access 2013
Foundation - Microsoft Access 2013 Essentials
Excel 2013
Foundation - Microsoft Excel 2013 Essentials
Outlook 2013
Foundation - Microsoft Outlook 2013 Essentials
PowerPoint 2013
Foundation - Microsoft PowerPoint 2013 Essentials
Project 2013
Foundation - Microsoft Project 2013 Essentials
Visio 2013
Foundation - Microsoft Visio 2013 Essentials
Word 2013
Foundation - Microsoft Word 2013 Essentials
Lync 2013
Foundation - Microsoft Lync 2013 Essentials

Sharepoint 2013
Foundation - Microsoft Sharepoint 2013 Essentials
Office for Macintosh 2013
Foundation - Office for Macintosh Essentials
Microsoft Office Web Apps 2013
Foundation - Microsoft Office Web Apps Essentials

SCORM Packages cannot be triggered from Sharepoint
Need LMS (Moodle) or Rebuild

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MICROSOFT OFFICE 2013 - TRAINING

▼ **To Create In-House**

Microsoft Office 2013 – "File Menu Navigation" Course
Foundation – How to Save, Open, Store files

Microsoft Office 2013 – "What's New in Office 2013?" – Live Classroom ILT Course
Foundation – For Field/Pumpers
Foundation – For Executives

Microsoft Office 2013 – "What's New in Office 2013?" – Lync Virtual Course
Foundation – For Office Workers – SU/PU

MICROSOFT OFFICE 2013 - TRAINING

USER	WORD	EXCEL	PPT	OUTLOOK	LYNC	ACCESS
FIELD/PUMPERS		X		X		
OFFICE WORKERS	X	X	X	X	X	
EXECUTIVES	X	X	X	X	X	
STANDARD USERS	X	X	X	X	X	
POWER USERS	X	X	X	X	X	X

MICROSOFT OFFICE 2013 - TRAINING

USER	ILT	LYNC	CBT	VIDEO	QREF	SELFHELP
FIELD/PUMPERS	X				X	
OFFICE WORKERS		X	X	X	X	X
EXECUTIVES	X			X	X	X
STANDARD USERS		X	X	X	X	X
POWER USERS	X	X		X		

MICROSOFT OFFICE 2013 - TRAINING

▼ **Work Groups / Work Flows**

▼ **Business**

Accounting
Accounting Systems Support
Accounts Payable
Basware Reports
Acquisitions and Divestitures
Capital
Compliance Accounting
International Revenue Accounting

Business Development
Investor Relations
North America Marketing

▼ **Technical**

Competitive Intelligence
Corporate Land
Petroleum Systems
Petrophysics
Drilling
E & P Technology
E H & S
Supply Chain

Information Technology

▼ **Corporate**

Admin Services
Corporate Outreach
Corporate Planning
Corporate Policies
Governmental Affairs
Legal
Public Affairs
Records Management
Risk Management
Security
Strategic Planning

MICROSOFT OFFICE 2013 - TRAINING

▰ **Other Additional Work Groups / Work Flows**

▰ **Regions**   ▰ **Communities**

Central   Geoscience
Canada   Horizontal Stimulation
GOM Shelf   Information Technology
North Sea   Supply Chain
Permian   Worldwide Projects
GOM Deepwater
Gulf Coast Region
New Ventures
Unconventional Resources

Egypt
Australia

MAJOR IT TRAINING NEEDS - APPLICATIONS

- Microsoft Office 2013 Training
- Microsoft Lync Training
- SAP Training
- EPM Rollout Training
- WellView Training
- Avocet Training
- Well Portal / Scout "101"
- Records Governance "Bootcamp"
- Sharepoint Pointers for Content Stewards
- Data Analytics SpotFire Dashboards

Q1 Projects
Vendor Projects
Other Department Projects
Unscheduled Projects

MAJOR IT TRAINING NEEDS - INFRASTRUCTURE

- Apache Productivity Training – What is Available, IT-wise
- Connectivity – Remote Desktop, Email, VPN, "Screen Scraper"
  - How to do it with a Mac
  - Using a PC Inside a Server
  - On- Demand "AppStore"
- Mobility – Understanding the Process
  - Guidelines / Rules
  - When is new upgrade available?
  - Run to Failure – Replace @ that time
  - What to do when Phone breaks while traveling
- Conference Room Training
  - How to hold successful meetings
  - How to use Conference Rooms
  - Audio Visual Technology
- Cisco Phone Training

Q1 Projects
Vendor Projects
Other Department Projects
Unscheduled Projects

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IT TRAINING NEEDS - PRODUCTIVITY COMMERCIALS

- Using your IT4U Help Badge / Card
- Top 20 Microsoft Office Tips
- Top 10 Microsoft Lync Tips
- Microsoft Office 2010 vs Office 2013
- CyberSecurity Do's & Don'ts
- Mobility – Rules & Guidelines
- Citrix/Connectivity/Remote-in
- Outages – what do they mean?
- Voicemail/Outlook
- Apache Productivity Training – What is Available, IT-wise

Q1 Projects
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2015 TRAINING DEVELOPMENT OPPORTUNITIES

APPLICATIONS TRAINING

1. Microsoft Office 2013 Training
2. Microsoft Lync Training
3. SAP Training
4. EPM Rollout Training
5. WellView Training
6. Avocet Training
7. Well Portal / Scout "101"
8. Records Governance "Bootcamp"
9. Sharepoint Pointers for Content Stewards
10. Data Analytics SpotFire Dashboards

IT UNIVERSITY

1. IT University Sharepoint Workspace
2. IT University Communications Plan
3. IT University Course Calendar
4. IT University Online Catalog Redesign
5. IT Onboarding Packet Review
6. IT University Online Training Request Form
7. IT4U Front End Search Engine Redesign

PRODUCTIVITY COMMERCIALS

1. Using your IT4U Help Badge / Card
2. Top 20 Microsoft Office Tips
3. Top 10 Microsoft Lync Tips
4. Microsoft Office 2010 vs Office 2013
5. CyberSecurity Do's & Don'ts
6. Mobility – Rules & Guidelines
7. Citrix/Connectivity/Remote-in
8. Outages – what do they mean?
9. Voicemail/Outlook
10. Productivity Training – What is Available, IT-wise

INFRASTRUCTURE TRAINING

1. Productivity Training – What is Available, IT-wise
2. Connectivity Training
3. Mobility Training (Process Guidelines / Rules)
4. Conference Room Training
5. Cisco Phone System Training

Q1 Projects
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2015 TRAINING DEVELOPMENT OPPORTUNITIES