



Petroleum Data Management Competency Management System

INFORMATION FOR USERS

Contact us: CMS@cdal.com

Welcome to the CDA Competency Management System.

PURPOSE

This portal allows you to build a profile of your competency in Well and Geophysical data management. It also allows you (if you wish) to submit evidence to support your claim and optionally to grant other named users the privilege to view your profile in order to verify the competencies you have claimed. Only these named 'Verifiers' may view your profile which will otherwise remain completely confidential to you, and you alone.

The competencies that populate the portal are a fundamental part of a concerted on-going effort by our industry to professionalise Petroleum Data Management. The competency maps that are in this system have been rigorously tested and subsequently enriched by data management specialists over the past two years. These revised competencies form the raw material for career development, skills calibration and recruitment. Crucially, they will also be aligned closely with related industry initiatives around data management education and in time they will underpin the independent accreditation of individual data managers and education and training courses. The verification element of this portal is consequently intended only as an intermediate measure on the road to eventual professional accreditation by an appropriate and independent authority.

The purpose of this system is two-fold:

1. To allow users to build their competency profile and assess their strengths and weaknesses in data management within the petroleum industry.
2. To form a foundation for career development and professional accreditation.

CDA'S MOTIVE

CDA is an industry-owned, not-for-profit company (see www.cdal.com) and has no intention whatsoever of profiting from this initiative.

USER ROLES

Registered Users will each have one or both of the following user roles:

1. Data Manager; and/or
2. Verifier.

Data Manager

Data Managers are registered users who are able to build their own Competency Profile by 'claiming' one or more (or indeed none) of 5 possible incremental Skill Levels for sets of specific groups of activities that fall within 6 general areas of competence described in Well and Geophysical Data Management (see also Appendix 1 and 2).

Data Managers may determine which Skill Level applies to them by viewing the descriptions for each and by referencing the 'Proof Points' that are displayed in context. They may then (optionally) enter narrative as evidence in support of the Skill Levels claimed. A Data Manager may also have a Verifier role.

Verifier

A Verifier is a registered user, nominated by a Data Manager, to review and verify (or not) the skills claimed by a Data Manager. The system will automatically send an email alert to Verifiers when evidence has been submitted which they are required to review. A Verifier may also have a Data Manager role.

CONFIDENTIALITY

Only you and the individuals whom you have nominated as your Verifiers are able to view your competency profile online. The Competency Portal is provided for CDA by Lexonis. Under the portal agreement with CDA, Lexonis is required to store information in a secure database which is strictly controlled and which is accessible only by named Lexonis staff who are responsible for delivering the portal service to CDA.

GETTING STARTED

You will need to complete the registration information the first time you log on. This comprises name and email address with more optional information available after registration in the "My Details" section.

There are 'pop-up' panels to help you get started. You may of course always contact CDA for help via the email address shown in the Help section of the portal and at the top of this document.

ASSESSMENT

There are two approaches to completing your assessment; 1) Quick Assess; and 2) Full. The Quick Assess is less in-depth than the full approach and subsequently takes less time (between 30 minutes and three hours). The Quick Assess option lets you select your competencies by simply clicking on the competency levels you think apply to you. The Quick Assess is intended as an initial optional step before you then move on to complete the Full assessment.

The Full assessment can take between two hours up to a couple of days (or more if verified) but has the advantage of being backed up with evidence. The Full assessment allows you to more easily compare competency levels to gauge the best level for your current skills thereby giving you a more accurate assessment.

You will need to set aside sufficient time to construct your personal competency profile (both Quick Assess and Full types), but you can build it up in stages overtime and you may review and refine it through one or more iterations. We recommend stepping through the activities in the same order that they are presented. Although we encourage you to submit evidence, it is not obligatory to do so for all or indeed any of the skills you claim.

Malcolm Fleming

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Generic Skill Levels adopted in the CDA Competency Profiling Portal		Appendix 1
Level	Skill Level	Generic Description of the Characteristics of this Skill Level
1	Awareness	Does not necessarily actively perform the specified function. Is aware of the key features in this domain and their relevance to the business. Is undergoing or has recently completed initial training in this domain.
2	Basic Skills	Is starting to actively perform the specified function. Has a good understanding of what is involved in an area of expertise and its relevance to the business. Is able to perform core tasks. Works under close supervision. Contributes to the review of processes and procedures
3	Intermediate Skills	Routinely performs the specified function as a principal job activity. Has a very good working knowledge of the function and its place within business processes. Is able to liaise with users, producers and consumers of data. Works with minimal supervision. Mentors and provides support to Skill Level 2. Contributes to the review of processes and procedures.
4	Advanced Skills	Able to carry out specialist and advanced activities for this function, including trouble-shooting and performance improvement. Implements policies, procedures, standards and good practice in this domain. Monitors compliance with policies, procedures, standards and good practice and in this domain. Leads and provides advice, supervision and coordination for Skill Levels 1 to 3. Builds and maintains effective working relationships with users, producers and consumers.
5	Expert/Mastery	Is a domain expert with very strong technical advisory capabilities. Designs and defines strategies, policies, procedures, best practices and standards in conjunction with technical experts, business stakeholders and applicable industry bodies. Is accountable for successful implementation and compliance of policies, procedures, best practices and standards. Is responsible for the leadership and mentoring of the entire team involved in this function.

Multiple Skill Levels for the same Activity

There are cases where you can legitimately have a status for more than one Skill Level for a particular activity. You may for example have had a claim for Skill Level 3 verified and be in the process of assembling evidence in support of a new claim for Skill Level 4.

Claimed 'Higher Skills' are not conditional on 'Lower Skills'

In our model, you do not necessarily need to have claimed any skill at 'lower' levels in order to claim a 'higher' level skill. You may for example claim Skill Level 5 for CATALOGUING/INDEXING (PHYSICAL DATA) without making any claim for Levels 1 through to 4.

Activities by Domain		Appendix 2
WELL DATA MANAGEMENT		
GEOPHYSICAL DATA MANAGEMENT		
1.00	DATA LIFE CYCLE MANAGEMENT	
	1.01	Data Receipt
	1.02	Cataloguing/Indexing (Physical Data)
	1.03	Cataloguing/Indexing (Digital)
	1.04	Load/Store (Physical)
	1.05	Load/Store (Digital)
	1.06	Distribute/Share
	1.07	Management of User- generated Content and Data Use
	1.08	Publish
	1.09	Search and Retrieve
	1.10	Data Archiving
	1.11	Data Retention and Deletion or Destruction
	1.12	Data Quality Management
2.00	INFORMATION SERVICES	
	2.01	Interactions with Users/Clients
	2.02	Job Requests
	2.03	Service Management
	2.04	Project Support
3.00	DATA QUALITY MANAGEMENT	
	3.01	Data Quality Standards
	3.02	Business Rules for Data Quality Management
	3.03	Data Quality Monitoring, Reporting and Repair
	3.04	Geomatics QA and QC
4.00	INFORMATION SECURITY MANAGEMENT	
	4.01	Data Confidentiality and Rights Management (aka 'Entitlement')
	4.02	Data Integrity Management
	4.03	Access Control Management
5.00	REFERENCE AND MASTER DATA MANAGEMENT	
	5.01	Reference and Metadata Management
	5.02	Corporate Data Management
6.00	DATA GOVERNANCE	
	6.01	Data Policies
	6.02	Data Strategy
	6.03	Data Standards
	6.04	Data Architecture
	6.05	Data Roles
	6.06	Data Procedures