88 Dashboard						_		
C Assess	> Welco compo trainin	omel CMS Online will hel etency status, build and	nd Learning Managemer o you focus on your competency, manage targeted development pla is to view your status and plan yo	development and learning. Laur ans to help close competency ga	ch your assessment and view ps, and complete assigned	Acces	to CMS Online? Is help topics to support your navigat ned activities.	on and completion
<u> </u> ≱ Reports	>							
A POB Management	) 😫 Lee	arning Curriculum						
	088	M Pathways	another new curriculum group	Management Pathways Stage I: Foundation	10 15 20 .25			
	C	of 12 Compilind	(3) of 15 Completed	of 5 Completed	5- ( )- 30 18 of 32 Active Courses			
	B Mi	andatory Training			Conparie		Compliance Wizard	(
	HSE	E Roles	Operational Roles	OVERALL STATUS: 67%			Has your job changed? your Mandatory Training	lick here to update assignments.
		PAST DUE 🏫	DUE IN 12 MONTHS	- Past Due - 3 Months - 12 Months - 1- Year			[2] Launch Compliance !           [2] Supervisor Approval           [2] Approval Status Rep	
	Re	ompetency Assessme	nt					
		ction Manager						
	Sup	sply Chain - All CUs	Engineering Entry Level - All CUs	Project & Facilities - All CUs	Subsurface - All CUs	Business Development Manager - EPC Contractor	Business Development (Contractors) - All CUs	
		) of 43 Completed	0 of 71 Completed	0 of 52 Completed	0 of 83 Completed	0 of 36 Completed	0 of 40 Completed	
	HSE	E Core Competencies	HSE Manager	HSE - AI CUI	Production Engineer	IT Manager	Manaper	
	0	of 33 Completed	0 of 47 Completed	0 of 58 Completed	(1) of 39 Completed	of 4 Completed	(i) of 8 Completed	
	Prof	fessional	Senior Professional					
	0	of 3 Completed	(d) of 8 Completed					
	😰 Ce	ompetency Developm	ent Plan					
	Praj	ject Management	Leadership	Internal Marketing	Problem Solving	Tearrwork	Communication	
	C	of 2 Completed	(1) of 1 Completed	() of 1 Completed	2) of 4 Completed	Pending Approval 🕧	Pending Approval 🕕	
	Sale							
		Pending Approval						
1	😫 Ele	ective Training		HEACTH EL			0	
	Comm	Turnication Tools	Basin Baseneet abitat of drocations in Labels	REACTIVITY 3 RESOLUTION B Signs and 2 Biending Open	and the second s	LNG Value Chain and I Markets	Crude OI Transportation and	
	Comm for La Meetin			Signs and 🗈 Biending Open		Ling Value Chain and a Manasa Ch	Storage	
	Comm for La Meetin	ng ang Produit fections (2)	ining and fusion experiations	Syns and 🔝 Biending Open			- sada	
Administrator	Comm for La Meetin	ng ang Produit fections (2)	Initia and Wait Constructions	Signs and C Benching Operation everlagement C Harrison Operation that instrumy and everlagement C Harrison Operation that instrumy and errors Operation errors Operation that instrumy and errors Operation errors Operation that instrumy and errors Operation errors Operati			- sada	

## Version 4.23

CMS Online Quarterly Release Notes

December 2021

© Copyright 2021 International Human Resources Development Corporation



## **4.23 Feature Updates – Quarterly Update**

Version 4.23 was released December 17, 2021. We developed the following new features:

Feature	Description
Succession Planning – Best Fit report	New Management Report that allows viewer/supervisor to select a job title and see competency results for employees who are close to meeting the competency requirements of that title
Elective Training Approval	Administrators view pending elective training requests and approve or decline them directly in the interface. Removes reliance on email notification
Elective Training Course Catalog Selector	Clients may now license specific IHRDC e-Learning products rather than the whole catalog. The Installer can restrict which products are available to end users.
Elective Training Thumbnails on dashboard	Use course thumbnail images to differentiate courses and add interest to Elective Training on the dashboard
Competency Role Family status cascades to roles	When a CM Developer makes a competency role family inactive or active, all competency roles in that family share the same status
User Profile Updates	Added fields to the user profile that can be viewed by each user
User Interface Updates	Redesigned My Reports report menu (double menu), added the ability to upload an attachment to Career Development entry



. IHRDC

# SUCCESSION PLANNING – BEST FIT REPORT

### **Succession Planning – Best Fit**

IHRDC

A new management report that displays employees with the closest competency match to requirements for a specific job title

Drag a column header and drop it here to group by that column	Export to Excel	:	View
Kathy McDonnell       kmcdonnel       Business Personnel       Business Development Manager - EPC Contractor         Employee test       Employee       Technical Personnel       IT Manager 2	100%	÷	
Employee test Employee Technical Personnel IT Manager 2			Q. 1
Employee test Employee Technical Personnel IT Manager 2			_
Production Mananer	100%		٩
Touduline resolution manager	100%		Q
Ehab2 Shehata2 ehab Technical Personnel Geologist	100%		2
L Ehab Shehata eshehata Business Personnel Job Title Selection	×	•	2
Brenda Magennis brragernis Technical Personnel		•	Q
I fresh user fuser Technical Personnel Select a Job Title			Q
Ehab Test ehablest Technical Personnel Job Title Search Enter Job Title Q Search			٩
Job Family			
<ul> <li>Archive</li> </ul>			
Business Development (Operating Companies)			
Job Title General Description			
Business Development Analyst     Provide technical and administrative support for identification and	d		
O Business Development Manager  Identify and develop new business opportunities to add value to the	tr		
Business Development (Service Companies, Contractors)			
> CFHKL			
<ul> <li>Competency Bundles</li> </ul>			
Engineering - Entry Level			
<ul> <li>Health, Safety and Environment (HSE)</li> </ul>			
<ul> <li>Information Management</li> </ul>	<b>.</b>	•	

- Supervisor or Viewer can select any job title from within the instance
- Displays employee assessment results compared to requirements for the job title
- All competencies in common will display result

## **ELECTIVE TRAINING**



## **Elective Training Approval**

We brought the full approval process into the application, so Administrators can see pending requests and approve or decline them

tiv	ve Course Assignments								
age	Existing Links Add new assignment	Manage New Requests Request Hist	ory Bulk Upload						
inac	ge New Requests								
							Export to	Excel Search	C
							X EXPORTO	Excel Search	
a	column header and drop it here to group b		12			<u>.</u>	Action		
	Employee Name	Email	JobTitle	Cour	se Title	Approve	Action	Decline	
	Brenda Magennis	bmagennis@ihrdc.com.mask	HSE Core Competencies			<ul> <li>Approv</li> </ul>	e	O Decline	
	Melaku Test	demsis@yahoo.com	Production Manager			<ul> <li>Approv</li> </ul>	e	O Decline	
		Fle	ctive Course decline	d request for			×		
			cuve course declined	arequestion			^		
		1							
		₽ v	ou are declining the Elective Tra	ining request					
			rovide a reason in box below.	ining request.					
			Wrong course. Please select	t					
					//				
			Culturait						
			Submit						
	Elective Course Assignm	nents							
			Request History Bulk Upload						
	Request History								
	Nequest history								
								Search	<b>1</b>
	Drag a column header and drop it								
		mail JobTitle	Course Title	Approve/Decline				•	Expiration .
		-	gns and Labels	Approved	looks good			m Supervisor	28-Oct-20
		@yahoo Production Man Wastewate		Declined	dec			m Supervisor m Supervisor	
		Outbox Destination Man 1973 C. C							
	Melaku Test demsis	@yahoo Production Man Water for P		Declined	dec				28 Oct 2
	Melaku Test demsis	<u>@yahoo</u> Production Man Overview of	f Petrochemicals	Approved	dec	28-Oct-2021	03-Nov-2021 To	m Supervisor	
	Melaku Test demsis Melaku Test demsis Melaku Test demsis	@yahoo     Production Man     Overview of a state of a sta	f Petrochemicals ransportation and Storage	Approved Approved		28-Oct-2021 28-Oct-2021	03-Nov-2021 To 08-Nov-2021 To	m Supervisor m Supervisor	28-Oct-20 28-Oct-20
	Image: Melaku Test     demsis       Image: Melaku Test     demsis       Image: Melaku Test     demsis       Image: Melaku Test     demsis       Image: Melaku Test     demsis	Qyahoo         Production Man         Overview of Qverview of Qvahoo           @vahoo         Production Man         Crude Oil T Qvahoo	f Petrochemicals	Approved	dec dsdsd	28-Oct-2021 28-Oct-2021 28-Oct-2021	03-Nov-2021 To 08-Nov-2021 To 08-Nov-2021 To	m Supervisor	

- Removes reliance on email notification
- Admin can see all pending requests
- Approve pending requests or decline with comment
- Declined requests require comment
- New email notification added for declined requests
- Request History displays for all employees

### **Elective Training Filter**

# Controls the ability for users to browse only selected Elective Training content.

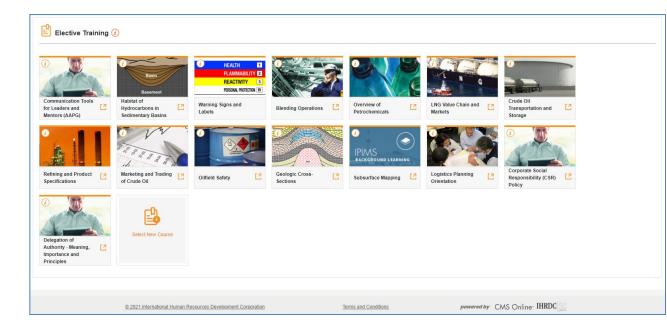
IHRDC	-	Gas			EN~ 公	Hi, Melaku
BB Dashboard	-	SAML poth	email		XML path to the SAML account id	
Assess	>					
Plan	>	ELECTIVE TRAINING				🖋 Edit
Develop	>	Enable DyCat & Search	Yes		Enables the Elective Learning swimlane	
Learning	>	Dynamic Catalog Self-Assign	No		Yes = automatic course launch, No = request/approve	
Reports	>	Select ELS Produts/Disciplines			Select ELS Produts/Disciplines that the client has access	
POB Management     Administrator     Course Assignment	> ~	PETROLEUM ONLINE All sectors Upstreom Midstreom	PPAS  ACKGROUND LEARNING  C Petroleum Geology  Petroleum Geology	OPERATIONS & MAINTENANCE Maintenance Operations Fundamentals	BUSINESS ESSENTIALS     Business     Finance and Accounting     If and instructional Design	
Customize Login Screen Unlock Assessments Admin Module		Downstream	Petroleum Engineering Formation Evaluation Multi-Disciplinary	HSE	Project Management	
User Consent Forms User Accounts Company Settings			ACTION LEARNING     topicration     topicration     eservoir Monogement     Drilling and Well Completion     Ornoduction Infigureening and Operation			
Email Alerts Import Training Records Restricted User Access		MICROLEARNING				🖍 Edit
Content Development	. >	Enable Microlearning	Yes		Enable or disable access to IHRDC's Microlearning	
© Configurations	~					
General Settings		ELS (SCORM)				/ Edit

- New configuration allows selection of eLS products and disciplines
- End users see only selected products and disciplines
- Self-assign vs.
   request/approve
   configuration is separate
   function

### **Elective Training Dashboard Display**

IHRDC

# Course thumbnails display with each elective training course assigned to a user



- Thumbnail image associated with course will display on dashboard
- Adds visual interest and differentiation of courses

# COMPETENCY ROLE FAMILY STATUS CASCADES TO ROLES



## **Competency Role Family Status Cascades to Roles**

When a role family is made inactive, all roles within the family are made inactive

dit Competency Role	Select Competinitractors)		
Title * Business Development (Service Companie			
Description			Export to PDF
Role Family Area Business Personnel	d D Business D D Account Development (Contractors D Dilling	t 🖉 🕞 🖩 Business r - Development Manager -	
Date Created 19-May-2015	d Development Contractors	r - Development Manager -	
Last Updated 27-Jun-2017	3 4 1 2 3 4 1 2	3 4 1 2 3	4 1 2 3 4
Active O Yes No			
e aure			
SAVE			
DELETE			
DELETE			
		<u>/ / / / / / / / / / / / / / / / / / / </u>	/ /
		/ / / / / /	

- For an Inactive role family:
  - When role family is changed to Active, all roles become Active
  - When one role is changed to Active, then the family status will change to Active. All inactive roles within the family will remain inactive.
- For an Active role family:
  - When role family status is changed to Inactive, all roles become Inactive
  - When one or more role is changed to Inactive, it does nothing to other roles
  - When one or more role is changed to Inactive, family status remains Active

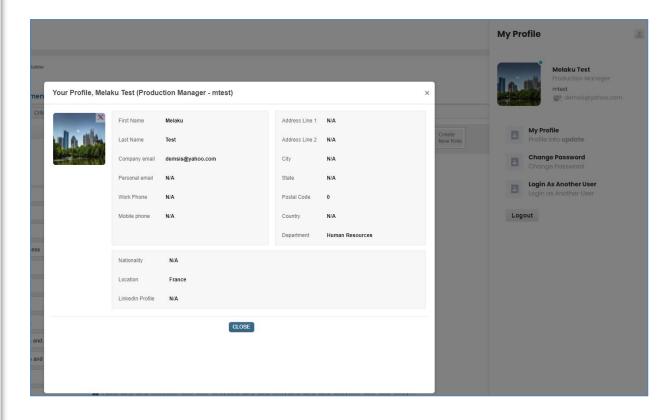
# **USER PROFILE UPDATE**



### **My Profile Update**

IHRDC

### We added fields and redesigned the layout of My Profile



- New fields added to My Profile
- Layout and design improved
- Future updates will include ability to edit certain fields
- Users can upload profile image from profile



# ADDITIONAL ENHANCEMENTS AND BUG FIXES

### **Enhancements and Bug Fixes**

Important enhancements and bug fixes in this release include:

- Learning:
  - Cosmetic fixes on Select Curriculum Role popup (Admin module)
  - New icon: select new course (Elective Training)
  - Bug fix: elective training courses with apostrophe do not display on dashboard
  - Hide launch button when there is no URL
- Competency and Development:
  - Added upload attachment to Career Development form
  - Removed timeframes from Career Development short-term and mid-term goals
  - Added memory to Assign Assessor>Select Assessor grid
  - My Employees' Assessment summary comments & evidence drop zone pushed out of grid
  - Upon completion of My Assessment, user returns to assessment summary page (previously went to My Plan, with confusing message saying no assessment was complete)
  - Bug fix: inactive assessments should not display on My Employees' Assessment or Assessor Assessment pages
  - Cosmetic updates to Assessor Assessment Select Cus page
  - New icon: select new competency unit (My Plan)
  - Assessor Assessment Plan email bug fixes:
    - details disappear when no date added
    - email does not contain all selected competency units

### **Enhancements and Bug Fixes, cont'd.**

- Administration/Content Development:
  - Updated active/inactive slider in Assessment list in User Accounts
  - Bug fix: unable to delete System Links
  - Bug fix: unable to upload evidence when html is used in evidence specifications
- Reports:
  - Redesigned My Reports report menu (double menu)
  - Added Employee Type field to 4 Management Reports:
    - Competency Management Data
    - Competency Assessment Progress
    - Assigned Training
    - Training History



## **NEW ADVANCED REPORTS** Released 21-October, 2021



#### **Advanced Reports Released in October**

. IHRDC

> Filters												
υ	lbrary	SubLibrary	CU Name	General Statement	Line Number	Level Text	Level Extra Text	24	Level Text	Level Extra Text	ro Level Text	Level Extra Text
1-Functional Cor	ore Competencies	Business Acumen	Economic Analysis	Know how to develop a financial model for economic analysis of a project or incremental investment; update the model with historical performance data, ensure accuracy of assumptions with market economics and utilize the analysis to make investment incommendations.	1	Describe the cash flow components of a project financial model.		Build a simple o evaluation soft	ash flow model with the economic sare used within the company.		Evaluate the impact of implementing different project development options on project economics.	
1-Functional Cor	ore Competencies	Business Acumen	Economic Analysis	analysis to make invedement recommendations. Know how to develop a financial model for accessmic analysis of a project or incremental investment update model with Motical performance data, arsure accuracy of assumptions with market accounties are ulitate the analysis to make investment update commensations.	2	List the economic indicators used by the company to rank investment alternatives.		Interpret the res	sults of a discounted cash flow analysis.		Analyze model results and describe how a project meets or does not meet established financial objectives, risk targets and performance objectives.	
1-Functional Cor	ve Competencies	Business Acumen	Economic Analysis	a strappis to these integerine indefinities and the second strategies and the second strategi	3	Gather cost data and other input from cross-functional teams to develop economic models.		Use stochastic impact of uncer	and deterministic methods to analyze the tainty in model assumptions.	•	Present the results of an economic analysis to management, including an evaluation of different market scenarios, risk profiles and return.	
1-Functional Cor	ve Competencies	Business Acumen	Economic Analysis	Know how to develop a financial model for econemic analysis of a project or normeretal investment, update the model with historical performance data, ensure accuracy of assumptions with market economics and utilize the analysis to make investment incommensations.	4	Use historical performance data to update an existing economic model.		Develop a rang profiles based o	e of potential project returns and risk in uncertainty in model inputs.		Develop a recommendation to either pursue or reject an investment under clearly defined economic conditions.	
1-Punctional Cor	ve Competencies	Business Acumen	Economic Analysis	Know how to develop a financial model for economic analysis of a project or incommercial investment update the model with historical performance data, ensure accuracy of assumptions with market accommics and utilize the analysis to make investment necommendations.	5	Outline documentation requirements for project economic evaluations.		Update econom project results a decisions.	Ic models of current assets to assess ind evaluate project capital investment		Lead cross-functional teams to analyze model results and ensure accurate input into model assumptions.	
1-Punctional Cor	ore Competencies	Business Acumen	Economic Analysis	Know how to develop a financial model for economic analysis of a project or incommental investment, update the model with historical performance data, ensure accuracy of assumptions with market economics and utilize the analysis to make investment necommendations.	6						Analyze current market conditions to ensure that model assumptions reflect current economics.	
1-Functional Cor	ore Competencies	Business Acumen	Internal Marketing	Create advecacy within the organization for fact-inclogies, processes and workflows designed to advance short- and long-term business goals. Implement strategies to engage and motivate employees and managers.	1	Define the term 'internal marketing' and state the general objectives of an internal marketing initiative.		Describe the re business strate	lationships between internal marketing, gy and external market dynamics.		Analyze external market dynamics and internal working environments to provide input for developing an internal markeding strategy in line with company business objectives.	
1-Functional Cor	re Competencies	Business Acumen	Internal Marketing	Create advocacy within the organization for technologies, processes and workflows designed to advance short- and long-term business goals. Implement strategies to engage and motivate employees and managers.	2	List similarities and differences between internal and external marketing approaches.		Describe the co identity areas the requirements.	mpany's working environment and how t at have critical internal marketing	10	Design and implement an internal marketing initiative, coordinating efforts among Management, Human Resources, Corporate Communications and other	
				implement strategies to engage and motivate employees and managers.							groupe.	
1-Functional Cor	ore Competencies	Business Acumen	Internal Marketing	Impament strategies to angoge and monitate employees and managers. Create advocary within the organization for technologies, processes and workflows designed to advance short- and long-term business goals.	3	List the basic internal marketing techniques used in the company to engage and motivate employees across all		Support Manag Corporate Com	ement, Human Resources, Training and munications groups in implementing		groups. Develop and implement guidelines for aligning internal branding techniques with external marketing campaigns.	
		Business Acumen	Internal Marketing		3	Let the track mental nanoting terminipues used in the company to engage and motivate employees across at	Prev		ement, Human Resources, Training and munications groups in Implementing ds All		ginue. Develop and implement guidelines for aligning internal brancing lectrinouses with external manufacting campaigne.	
	and Compete	ncy Role Structure		Deals an occurs with the operation for thereappe, instrume and we deal of the operation of	3		Prev	riew Recor	ds All		policie Donato del matemati publicatione for algoriga interna bisinde tecnologie sub esterato insestino di analogio.	
Job Title a		ncy Role Structure	Job Title A			Left to have interprint and in provide a contract in the origination of the origination o	Prev			1-Functional Core Comp	Brune December of instance of order of the december of the dec	
sonnel	and Compete	ncy Role Structure	Job Title 🔨	Competency Role  Competency Role	Econ	Competency Unit	Prev	riew Recor	ds All Criticality Rating		Balan Balanga an ingkang gulabas hi apog ahan balang kang akang akang akang balang T	
ob Title a	and Compete	ncy Role Structure	Job Title 🔨	Competency Role A User Exception Competency Role A User Exception Competency Role A User Exception Competency Role A	Econi	Competency Unit	Prev	JLR 2	ds All Criticality Rating Normal	1-Functional Core Comp	Balan Balanga at napang pulatan ta pang tahun Balanga at napang pulatan ta pang tahun Ukuray kana at napang tahun Balanga Library V Sebrolos	
ob Title a	and Compete	ncy Role Structure	Job Title A	Competency Role A Use Economic Manager Viel Economic Manager	Econi	Competency Unit ms Analysis V Managament	Prev	JLR 2 2	ds All Criticality Rating Normal Normal	1-Functional Core Comp	Balan Balanga at nigatang pulatas tri apang talang Balanga at nigatang pulatas tri apang talang Turing balanga at nigatang talang Balanga Dalanga at nigatang talang talang talang Dalanga at nigatang talang talang talang talang Dalang talang talang talang	
ob Title a	And Compete	rcy Role Structure	Job Title A circa Managar circa Managar circa Managar	Competency Role A Unit Engineering Manage Wat Engineering Manage Wat Engineering Manage	Econi Intern Proje	Competency Unit ms Analysis V Managament	Prev	JLR 2 2 3	ds All Criticality Rating Normal Normal	1-Functional Core Comp 1-Functional Core Comp 1-Functional Core Comp	Extract Contract of the second	
Job Title a	And Compete	rey Role Structure	Job Title A cina Managar cina Managar cina Managar cina Managar	Competency and the regression of the second	Econi Intern Proje Sales Annu	Competency Unit mic Analysis M Markeng I Management	Pres	view Recor	ds All Criticality Rating Normal Normal Normal Normal Normal	1-Functional Core Comp 1-Functional Core Comp 1-Functional Core Comp 1-Functional Core Comp	Extract Constrained a solution of the signap monor.	Jo
sonnel sonnel sonnel sonnel sonnel	Family Well Engineeri Well Engineeri Well Engineeri Well Engineeri Well Engineeri Well Engineeri	rey Role Structure	Job Title > citos Managae citos Managae citos Managae citos Managae citos Managae	Competency and a second	Econi Intern Proje Sales Annu Drilin	Competency Unit mic Analysis M Management ( Work Program and Budger (NP&B)	Prev	JLR 2 2 3 4 4	ds All Criticality Rating Nomal Noma	1-Functional Core Comp 1-Functional Core Comp 1-Functional Core Comp 1-Functional Core Comp 1-Functional Core Comp	Balan Balanda per invisionel que della territoria della personali Balanda per invisionella della del	ol
sonnel sonnel sonnel sonnel sonnel sonnel	Well Engineers Well Engineers Well Engineers Well Engineers Well Engineers Well Engineers	ncy Role Structure y A Vet Ecoler ng Vet Ecoler	Job Title A strok Masaar Prov Masaar Prov Masaar Strok Masaar Strok Masaar Prov Masaar Prov Masaar	Competency with the operative to the theorem building and the operative to the opera	Econi Intern Proje Sales Annu Drillin Envin	Competency Unit mic Analysis Minangement (Work Program and Budget (NPEB) ), Competien and Workowr	Prev	JLR 2 2 3 4 4 4 4	ds All Criticality Rating Normal Normal Normal Normal Normal Normal Normal	1-Functional Core Comp 1-Functional Core Comp 1-Functional Core Comp 1-Functional Core Comp 1-Functional Core Comp 1-Functional Core Comp	Balan Bendrag and national guideline to appropriate Bendrag bendrag and solar or solar or solar or solar Elibrary V Elibrary V Stationes Stationes Stationes Stationes Stationes Stationes	
Job Title a sonnel sonnel sonnel sonnel sonnel sonnel sonnel sonnel	Compete     Family     Well Engineer	ncy Role Structure Page Vell Ensite Page Vell Ensite	Job Title A	Competency with the operative to device show a provide a set of the operative to the opera	Econi Intern Projei Sales Annu Drilin Envin Opera	Competency Unit mo Analysis et Management (Work Program and Budget (WP&B) ), Completion and Workover mentral Regulators and Procedures tonal Safery	Prev	JLR 2 2 3 4 4 4 4 2	ds All Criticality Rating Normal Norm	1-Functional Core Comp 1-Functional Core Comp	Balance Bendreg kennelske verken er kennelske kennelske Sterender kennelske verken er kennelske kennelske Sterenders Sterenders Sterenders Sterenders Sterenders Sterenders	St
Job Title a sonnel sonnel sonnel sonnel sonnel sonnel sonnel sonnel	Family Well Engineeri Well Engineeri Well Engineeri Well Engineeri Well Engineeri Well Engineeri Well Engineeri Well Engineeri	ncy Role Structure y A Vell Ecolor ng Vell Ecolor	Job Title A strok Masaar Prov Masaar Prov Masaar Strok Masaar Strok Masaar Prov Masaar Prov Masaar	Competency with the operative to the theorem and the theorem	Econi Intern Proje Salez Annu Drilin Envin Oper	Competency Unit mic Analysis of Marketing t Management Work Program and Budget (WPBB) c. Completion and Workney montal Regulators and Procedures torus Safety cton Engineering	Prev	JLR 2 2 3 4 4 4 4 2 4 2 2 3 4 4 2 4 4 2 2 4 4 2 4 4 2 2 4 4 4 2 2 4 4 4 2 2 4 4 4 4 2 2 4	ds All Crticality Rating Normal Norma	1-Functional Core Comp 1-Functional Core Comp	Initial Particular and an antice of a set of a	St
Job Title a	Compete     Family     Well Engineer	ncy Role Structure Page Vell Ecolor Page Vell	Job Title A	Competency Role A           Wet Economics of the start and the the transmitter with transmitter and the start and the sta	Econi Intern Proje Salez Annu Drilin Envin Oper	Competency Unit mic Analysis et Markeng t Management Work Program and Budget (WP&B) a, Completion and Workney montal Regulations and Procedures torus Safety close Engineering con Engineering	Prev	JLR 2 2 3 4 4 4 2 2 3 3 4 4 2 4 4 2 1	ds All Criticality Rating Normal Norm	1-Functional Core Comp 1-Functional Core Comp	Initial Periodic productors with events of source descent Initial and an experimental and an experimental Initial and an experimental and an experimental and and an experimental Initial and an experimental an experimental and an experi	St Sł
Sonnel	Family Well Engineeri Well Engineeri Well Engineeri Well Engineeri Well Engineeri Well Engineeri Well Engineeri Well Engineeri	ncy Role Structure rea Vell Ecolor rea	Job Title A	Center interaction of the transmitter for the transmitter of the tran	Economic Eco	Competency Unit mic Analysis et Markeng t Management Work Program and Budget (WP&B) a, Completion and Workney montal Regulations and Procedures torus Safety close Engineering con Engineering	Prev	JLR 2 2 3 4 4 4 2 2 3 4 4 2 2 3 4 4 1 1 1 1 1	ds All Criticality Rating Normal Norm	1-Functional Core Comp 1-Functional Core Comp	Initial Periodic productors with ending sections in the splange methods Initial and the section of the splange methods Initial and the section of the splange methods Initial and the section of the splange methods Initial and t	St
Job Title a	Family Well Engineeri Well Engineeri Well Engineeri Well Engineeri Well Engineeri Well Engineeri Well Engineeri Well Engineeri Well Engineeri	rey Role Structure y A Vel Lionee rea Vel Lionee	Job Title A rice Massaer rice Massaer	Competency Role A     Competency Role A     Worl Economics Manage     Wall Economics Manage	Economic Eco	Competency Unit mic Analysis M Markeng (Management (Work Program and Budget (WP&B)) (Completion and Worknow (Completion and (Completion and Completion and (Completion and Completion and Completion and Completion and Completion and (Completion and Completion and Completion and Completion and Completion and (Completion and Completion and Complet	Prev	JLR 2 2 3 4 4 4 4 2 2 3 4 4 4 2 1 1 1 1 1 1	ds All  Criticality Rating Normal Nor	1Functional Core Comp 1Functional Core Comp	Initial Initi	St Sł
Job Title a	Compete     Family     Weil Engineeri	rey Role Structure y A Vel Econo rea Vel Econo r	Job Title > tics Massaer tics Massaer	Competency after the regressive for the regressive	Economic Commission Co	Competency Unit mic Analysis M Markeng (Management (Work Program and Budget (WP&B)) (Completion and Worknow (Completion and (Completion and Completion and (Completion and Completion and Completion and Completion and Completion and (Completion and Completion and Completion and Completion and Completion and (Completion and Completion and Complet	Prev	JLR 2 2 3 4 4 4 4 2 2 1 1 1 1 1 1 3 3	ds All  Criticality Rating  Normal No	1-Functional Core Comp 1-Functional Core Comp	Initial Periodice providences with relations from a function Initial and a function of a function of a function of a function Initial and a function of a function of a function of a function Initial and a function of a function of a function of a function Initial and a function of a function of a function of a function Initial and a function of	St Sł
Job Title a           Sonal	Kamily     Wel Engineeri	And Role Structure     You      Xou      Source     You      Source     You     Xou     Source     You     You     You     Source     You     You     You     Source     You     Yo	Job Title > citos Massaer eiros Massaer	Competency Role ▲           Weit Excloser to the toperate by the toperate board as an officer of the toperate board as an officer of the toperate board as an officer of toperate board as an officer officer of toperate board as an officer office	Economic Commission Co	Competency Unit mic Analysis M Markening M Markening M Mork Mogram and Budget (MRBs) , Competion and Workower mantral Regulatoria and Rocealives toor Software mantral Regulatoria and Rocealives toor Engineering toor Engineering tool Software tool Software	Prev	JLR 2 2 2 2 2 3 3 4 4 4 4 4 2 2 4 4 1 1 1 1 1 1 1 1 2 3 1 1 1 1 1 1 1 1 1 1	ds All  Criticality Rating  Normal No	I-Functional Core Comp I-Functional Core Comp	Parka: Pendera bandancia quidota to in ajunga minora, Library ✓ California y Minora in anti ajunga minora, California y Minora in anti ajunga minora, California y Minora in anti ajunga minora, Alterno in anti ajunga	St St
Job Title a           Sone	Compete     Family     Well Engineer	Yes         Yes           rg         West Ecoses	Job Title > cito Massae cito Massae	Consistence where the transmission is the transmission of the tra	Economic Communication Communi	Competency Unit mic Analysis of Management of Management o	Prev	Version Record JLR 2 2 2 2 2 3 4 4 4 4 4 4 4 4 4 4 4 4 4 4	ds All  Criticality Rating Normal Nor	I-Functional Core Comp I-Functional Core Comp	Index Performances with research strategy methods Internet and strategy methods with research strategy methods Internet and strategy methods with research strategy methods Internet and strategy methods Internet	St Sł
bob Title a     sonal     sonal	Panily     Well Engineeri     Well Engineeri	Net Role Structure           ng         Vet Excise	Job Title >	Design with the regretative for the regreta	Econo Intern Proje Sales Annu Drilini Envin Produ Rese Team Comm Comm Comm Proble Depa Logis	Competency Unit mic Analysis at Markeng 1 Management 1 Work Program and Budget (WP&B) 1 1 Work Program and Budget (WP&B) 1 1 1 Work Program and Budget (WP&B) 1 1 1 Work Program and Budget (WP&B) 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Prev	Version Record And And And And And And And And And And	ds All Crticality Rating Nomal	In-Functional Core Comp In-Functional Core Comp Behavioral and Soft Skill Behavioral and Soft Skill Behavioral and Soft Skill	Initial Initial and an antimetry with another that prove the second sec	St Sł
Job Title a	Compete     Family     Well Engineer	Non-         Non-           rg         Mallioner           rg         Mallioner  <	Job Title >	Consistence with the operative to the transmission and the operative to the transmis	Econo Intern Proje Sales Annu Drillin Envin Produ Rese Team Comm Lead Comm Proble Depa Logis Logis Nego	Competency Unit mic Analysis of Management of Management o	Prev	JJR JJR 2 2 2 2 2 3 4 4 4 4 4 4 4 4 4 1 1 1 1 1 1 1 1 1 1	ds All Criticality Rating Criticality Rating Normal	I-Functional Core Comp I-Functional Core Comp	ILibrary  Library  L	St Sl

#### **Competency Units** (Import-Export Format): Export competency units into the Excel bulk import format

#### Job Title and Competency Role Structure:

Shows all competency units and JLR for separate competency roles

#### **Advanced Reports Released in October**

b Title Competency Unit Detail										Previe	w Reco	rds 1	00
' Filters													
Job_Title_Area		Je	ob_Title_Fan	nily			Job_Title						
Select			Select			-	Drilling Engineer ×					-	
mpetency Roles linked to Job Title													
Job Title	Competency Role *	~				•	Core E&P CUs						
Drilling Engineer	Core E&P CUs						Library	SubLibrary	Competency_U	nit Level 1	Level 2	Level 3	Level 4
Drilling Engineer	Drilling and Completions - Bu	siness CUs					2-Functional Core Com	Core Competencies - E	Drilling, Completion	and	_	$\vdash$	
Driling Engineer	Drilling and Completions - C	HSE CUS					2-Functional Core Com	Core Competencies - E	Petroleum Geology				
Drilling Engineer	Driling Engineer - Applied Drillin	ng Engineering					Formation Evaluation	Petrophysics	Cement and Casing	Ev			
						-	Drilling and Completion	s - Business CUs					
1 to 4 of 4 N ≤ 1 /1 ≻ N							Library	SubLibrary	Competency_U	nit Level 1	Level 2	Level 3	Level 4
							Business Operations	Contracts and Contractors	Contract Tendering P	*ro			
							Business Operations	General Office Services	Contractor Manager	tent			
							Business Operations	General Operations	Contractor Selection	an			
							Business Operations	General Operations	Technical Reports to	r G			
							Supply Chain	Logistics	Logistics Coordinatio	an in			
						-	Drilling and Completion	s - QHSE CUs					
							Library	SubLibrary	Competency_U	init Level 1	Level 2	Level 3	Level 4
							HSE	Emergency Preparedness	Blowout Response				
mpetency Role: Core E&P CUs unctional Core Competencies - Petro	technical > Core Competencies - E&P > Pe	etroleum Geology				- i -	HSE	HSE Policy	Company HSE Polic	у			
	and be able to evaluate the essential per		that are requir	ed for oil and gas accumulations in	1								
Level 1	Level 2	Level 3		Level 4	1		1 to 10 of 34 H + 1 /4	н					
equirements related to rock thickness, laturity, quality and areal extent. Recognize the need for both reservoir ock presence and reservoir quality in rder for a commercial oil and gas coumulation to occur.	<ul> <li>Perform geological technical work to verify the maturity, quantity and quality of the hydrocarbon source rocks.</li> <li>Establish the timing of the migration of mature source rock material in relation to the critical events of reservoir deposition, trap formation and seal unit decosition.</li> </ul>	geological data to evaluat sedimentary basins for th hydrocarbon potential. • Characterize hydrocarbo play fairways.	te leir economic	<ul> <li>Plan, manage and coordinate the company bertoleum geology studies and geographic and geological focus areas for exploration and production.</li> <li>Evaluate the latest geological technology for relevance to and use in existing and future company projects.</li> </ul>									
ndicate the role of trap definition, trap pe and trap seal in meeting the quirements for hydrocarbon cumulation.	<ul> <li>Build models of the trapping mechanism of hydrocarbons in reservoir rock containers.</li> </ul>	<ul> <li>Generate, economically of justify drillable hydrocarbuincluding an objective risk the chances of success.</li> </ul>	on prospects,	<ul> <li>Champion and supervise the company's geologists and their geological projects.</li> </ul>			ked to Mandatory Roles						
ment of the essential petroleum stem dynamics: timing of the	Determine the likely thickness, areal extent, net to gross ratio and the porosity and permeability	Take a lead role in evaluation of the second s		<ul> <li>Lead networks and groups of geologists.</li> </ul>		> Filters							
ervoir rock deposition, trap	characteristics of the reservoir rocks						Area	Family			Job Titl	,	
						Business		Finance	Fir	nance Manager			
						Business		Finance		nancial Analyst			
						Finance & Act		Budgeting		est Control and Va	iance Analy	ils.	
						Finance & Act		Budgeting Budgeting		E Stewardship ish Flow / Working	Canital Pin		
	Job litle L	.inked to	oivi	andatory Ro	Dies:	Finance & Act		General Accounting		eparation of Finan		-	solidati-
				-		T manuel & Add		and a second with	-	aparation of them		and obh	

Job Title Competency Unit **Detail:** Review-ready format that displays full competency requirements for a job title selected by user

Preview Records 1000

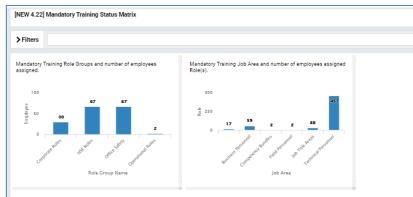
. IHRDC

Shows full compliance requirements for a job title selected by user

1.	Area	Family	Job Title	Mandatory Role	Course ID	Course	Mandatory Role Group
	Business	Finance	Finance Manager	Electrical Safety	IHRDC_OM_ACCBE	Basic Electrical Test Eq	HES Roles
L	Business	Finance	Financial Analyst	Electrical Safety	IHRDC_OM_ACCBE	Basic Electrical Test Eq	HES Roles
	Finance & Accounting	Budgeting	Cost Control and Variance Analysis	Time Management	IHRDC_OM_AMSBA	Safety Basics	Corporate Roles
L	Finance & Accounting	Budgeting	AFE Stewardship	Time Management	IHRDC_OM_AMSBA	Safety Basics	Corporate Roles
	Finance & Accounting	Budgeting	Cash Flow / Working Capital Planning	Time Management	IHRDC_OM_AMSBA	Safety Basics	Corporate Roles
	Finance & Accounting	General Accounting	Preparation of Financial Statements and Consolidation	Time Management	IHRDC_OM_AMSBA	Safety Basics	Corporate Roles
	Finance & Accounting	General Accounting	Accounting Specific to Oil and Gas Activities	Time Management	IHRDC_OM_AMSBA	Safety Basics	Corporate Roles
	Finance & Accounting	General Accounting	Fixed Asset Accounting	Time Management	IHRDC_OM_AMSBA	Safety Basics	Corporate Roles
	Finance & Accounting	Treasury and Financing Operations	Bank Accounting and Reconciliation	Time Management	IHRDC_OM_AMSBA	Safety Basics	Corporate Roles
	Finance & Accounting	Commercial Activities	Commercial Awareness	Time Management	IHRDC_OM_AMSBA	Safety Basics	Corporate Roles

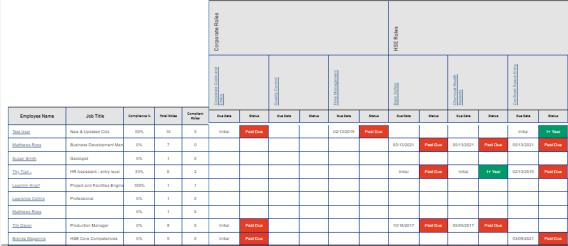
### **Advanced Reports Released in October**

#### Mandatory Training Status Matrix: Matrix of all employees with mandatory training assignments and status



[NEW 4.22] Ma	andatory Trainii	ng Status By Emp	loyee (Table)							
> Filters										
Role Stat	Course Stat	Role Group 🗸	Role 🗸	Course Title 🗸	Course ID 🗸	Course Typ	Expirin	Date Take	Last Name 🗸	First Name 🗸
1+ Year	1+ Year	HSE Roles	Plant Production	Plant Protection	IHRDC_OM_AOPPI		12/31/3000	06/09/2019	Tran -	Thy
1+ Year	1+ Year	HSE Roles	Plant Production	Plant Protection	IHRDC_OM_AOPPI		12/31/3000	08/25/2019	Knarf	Leachim
1+ Year	1+ Year	HSE Roles	Plant Production	Plant Protection	IHRDC_OM_AOPPI		12/31/3000	09/25/2019	Donohue	Brad
1+ Year	1+ Year	HSE Roles	Plant Production	Plant Protection	IHRDC_OM_AOPPI		12/31/3000	09/25/2019	Nasr	Fouad
1+ Year	1+ Year	HSE Roles	Plant Production	Plant Protection	IHRDC_OM_AOPPI		12/31/3000	09/25/2019	Shehata	Ehab
1+ Year	1+ Year	HSE Roles	Workplace Safety	Workplace Ergon	IHRDC_OM_BBWPE		12/31/3000	03/17/2019	Test	Brenda
1+ Year	1+ Year	HSE Roles	Workplace Safety	Workplace Ergon	IHRDC_OM_BBWPE		12/31/3000	04/24/2019	Olsen	Fared
1+ Year	1+ Year	HSE Roles	Workplace Safety	Workplace Ergon	IHRDC_OM_BBWPE		12/31/3000	03/01/2021	Test	Brenda
1+ Year	1+ Year	Office Safety	work Place Ergon	Ergonomics	FFCS_SH010	e-Learning	12/31/3000	03/14/2019	Test	Brenda
1+ Year	1+ Year	Office Safety	work Place Ergon	Ergonomics	FFCS_SH010	e-Learning	12/31/3000	04/21/2019	Olsen	Fared
1+ Year	1+ Year	Office Safety	work Place Ergon	Workplace Ergon	IHRDC_OM_BBWPE		12/31/3000	03/17/2019	Test	Brenda
1+ Year	1+ Year	Office Safety	work Place Ergon	Workplace Ergon	IHRDC_OM_BBWPE		12/31/3000	04/24/2019	Olsen	Fared
12 Months	12 months	Operational Roles	Offshore Safety	Exploration Proje	IHRDC_IPIMS_a762	e-Learning	01/09/2022		Test	Brenda
Past Due	1+ Year	Corporate Roles	Corporate Code a	Corporate Social	IHRDC_BEES_SMG0201	e-Learning	12/31/3000	07/15/2016	Test	Melaku
Past Due	1+ Year	Corporate Roles	Corporate Code a	Fall Protection	FFCS_SH012	e-Learning	12/31/3000	06/01/2019	User	Test
Past Due	1+ Year	Corporate Roles	Corporate Code a	Global Marketing	IHRDC_BEES_INT0201	e-Learning	12/31/3000	03/07/2018	Dever	Tim
Past Due	1+ Year	Corporate Roles	Corporate Code a	Global Marketing	IHRDC_BEES_INT0201	e-Learning	12/31/3000	12/29/2020	Test	Melaku
Past Due	1+ Year	Corporate Roles	Corporate Code a	Global Marketing	IHRDC_BEES_INT0201	e-Learning	12/31/3000	03/12/2021	Magennis	Brenda

Mandatory Training All employees with their mandatory training status



Mandatory Training Status by Employee: Flat grid showing single row per employee/course, including role and course compliance status

IHRDC

# **COMING SOON**



## **Next Release – 4.24 Feature Updates**

CMS Online version 4.24 will be released in March 2022. New features will include:

Feature	Description
Improve Competency Role Builder	We are working to make the competency role builder – role family page more user- friendly, with better search functionality and usability
Report performance improvements	In response to client and internal input, we are focusing on improving the speed and performance of two management reports: Assigned Training and Training History.
Modify Nightly query and create change log	We are adding a change log to capture Supervisor updates made in client data feeds. This will enable us to report on any changes made.
Allow employee to attach file to Course Completion Acknowledgement request	When using course completion acknowledgement, this will enable an employee to attach evidence that can be viewed by the approving 3 <sup>rd</sup> party
Separate evidence upload from course completion date	Allows an employee to upload a file related to a course, without using it to record a completion date



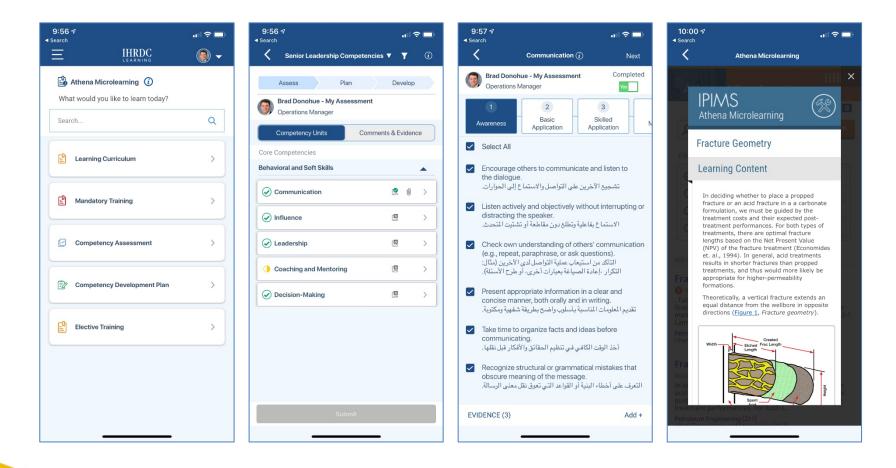
## **Power BI Analytical Reporting**

- We will be transitioning to a new analytical reporting tool, replacing Izenda with Power BI
- Provides powerful new tool for delivering analytics to our clients
- Will rebuild our Advanced Reports, with a focus on retaining existing capabilities and improving upon them



## **CMS Online Mobile App**

We have been developing native mobile apps for CMS Online. The iOS app will be released soon, with the Android app following shortly behind.





Plan Plan Plan Plan Plan Plan Plat Plan Plat Plat Plat Plat Plat Plat Plat Plat	competency status, build and m	nd Learning Managemen you focus on your competency, nanage targeted development pla s to view your status and plan yo	development and learning. Lau ans to help close competency gi	nch your assessment and view pps, and complete assigned	Acce	r to CMS Online? ss help topics to support your navig ned activities. Learn More	ation and cor
POB Management	Learning Curriculum						
	O&M Pathways	another new curriculum group	Management Pathways Stage I: Foundation	10 15 20			
	10 of 12 Completed	(3) of 15 Completed	(3) of 5 Completed	5 - 0 - 25 - 30 18 of 32 Active Courses			
	Mandatory Training			Completed		Compliance Wizar	
	HSE Roles	Operational Roles	OVERALL STATUS: 67%			Has your job changed your Mandatory Traini	P Click here ng assignme
	PAST DUE 🏫	DUE IN 12 MONTHS	- Past Due - 3 Months - 12 Months - 1- Year			C Launch Complianc Supervisor Approv Approval Status Re	als
	Competency Assessmer Production Manager	nt					
	Supply Chain - All CUs	Engineering Entry Level - All CUs	Project & Facilities - All CUs	Subsurface - All CUs	Business Development Manager - EPC Contractor	Business Development (Contractors) - All CUs	
	0 of 43 Completed	0 of 71 Completed	0 of 52 Completed	0 of 83 Completed	0 of 36 Completed	0 of 40 Completed	
	HSE Core Competencies	HSE Manager	HSE - All CUs	Production Engineer	IT Manager	Manager	
	(0) of 33 Completed	(a) of 47 Completed	0 of 58 Completed	(18) of 39 Completed	of 4 Completed	(B) of 8 Completed	
	Professional	Senior Professional					
	3 of 3 Completed	(6) of 8 Completed					
	Competency Developme	ent Plan					
	Project Management	Leadership	Internal Marketing	Problem Solving	Teamvork	Communication	
	(2) of 2 Completed	of 1 Completed	of 1 Completed	2 of 4 Completed	Pending Approval (1)	Panding Approval (1)	
	Sales						
	Pending Approval ()						
	Elective Training						
		Buernert Bat of drocations in Categories	IKALTH RAWWARLTY 2 REACTION 2 REGION ROTION 2 Signal and 2 Benefing Open	ations C Overnee of Petrochamicas	LNG Value Chein and Motivato	Cluste Ol	
	Consultation Role Reconsultation Role Reconsultation Merror (JAPP)	bar bar Sandro gan Sandro gan San	HERRI HELSEN a	ons Consecutive d Pressorias Transy C		C Constantino Constantino Balance Lista Paran Constantino Lista Paran Constantino Lista Paran Constantino Lista Paran	
	Output and make and m	Inity and Yold Inity and Yold	HERRI HELSEN a			Storage	
statur ) O Genetogramat )	Output and make and m	Ing and Yue repeters Ang and Yue Control Con	Topos Hollow (*) Signa matrix			Storage	

## Version 4.23

CMS Online Quarterly Release Notes

December 2021

© Copyright 2021 International Human Resources Development Corporation

