



# Maintenance Planning And Scheduling For Reliability



## Introduction:

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This course covers the vital skills and important insights a Maintenance Planner needs in order to plan, prepare and deliver world class maintenance and reliability results. In the maintenance scheduling training modules you learn how a Maintenance Scheduler properly organizes and coordinates maintenance work so it runs to schedule. You get best practice knowledge and sound understanding as you learn the important details of industrial maintenance planning and scheduling in this maintenance planning training course. This course entails the methods, practices and systems that deliver productivity, high plant reliability and maximum 'tool time' from maintenance crews.

## Who Should Attend?

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Maintenance personnel & supervisors, Planning engineers, Foreman and technicians, Mechanical, electrical and operational personnel, Personnel designated as planners, or identified to become planners, Predictive and preventive maintenance, technicians & supervisors, Key leaders from each maintenance craft, Key operations personnel

## Course Objectives:

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**By the end of this course delegates will be able to:**

- Be aware of the full range of business requirements for the maintenance function
- Know the purposes of maintenance
- Acquire the fundamentals of equipment reliability
- Identify the role of Maintenance in a business risk management
- Learn about the role of Maintenance Planning and Scheduling (MPS)
- Develop a planning process with steps appropriate to relevant industry maintenance regulations and standards and practices
- Develop measures and performance indicators for planning process
- Provide procurement and stores management
- Provide necessary planning reports and documents
- Develop complete Job Plans to do the work
- Provide work budgeting and cost monitoring & control
- Generate management information and reports
- Monitor planning process performance
- Identify safety issues and hazards for men and equipment when doing the work
- Identify potential resource and manning constraints and time issues
- Identify requirements for safe access by personnel and equipment
- Create, produce and distribute resources planning reports
- Monitor work order backlog duration

**Course Outline:**

**The Work Planning Process**

- Site Investigation
- Root Cause Analysis
- Failure History

- The Required Documentation
- Specifying Important Information to Capture During the Job
- Developing Job Procedure with Required Outcomes and Measures
- Specifying Materials
- Specifying Subcontract Resources
- Specifying Tools and Ancillary Equipment
- Specifying Human Resources
- Build-in Time for Quality Work
- Developing the Job Plan and Times
- Setting Job Performance Requirements

### **Necessary Planning Office Systems and Methods**

- Work Order Costing
- Plant and Equipment Information
- Planning Documents and their Control
- Equipment Records and their Control
- Job Procedures
- Job Records and their Control
- Equipment Performance Trending
- Job Performance Trending
- Track Planning Performance & Benefits
- Work and Personnel Safety

### **Specifying Workmanship Standards**

- Standardized Work
- Setting the Standards for a Job
- Identifying Necessary Skills for a Job
- Failure Preventing Job Procedures

### **Inventory Purchasing and Management**

- Refurbishment Decisions and Costs
- Important Purchasing Information
- Useful Store Control Practices
- Good Storage Practices
- Working with and Developing Suppliers

## **Project Management Principles and Practices**

- Identify Work Priorities
- Set Project Goals and Objectives
- Specifications and Contracts
- Bar (Gantt) Charts
- PERT Charts (Critical Path)
- Checkpoints and Checklists
- Preparing for All Eventualities
- Specifying Job Quality Standards
- Safety Considerations, Calculate Maintenance Cost vs. Budget
- Compiling the Job Pack
- Job Planning
- Preparations Before the Job Starts
- Complete the Checklists
- Job and Workmanship Feedback
- Post-Job Review
- Continuously Improving the Planning

## **Miscellaneous**

- Shutdown and Outages Planning
- The Maintenance Scheduling Process and Scheduling Procedures
- Review and Discussion of Activity
- Visual Management in All Occasions
- Production-Maintenance Relationship Building

- The Production Plan
- Manpower Scheduling and Resources Scheduling
- Preparations before the Job Starts
- Addressing On-site Issues and Changes in the Plan with Team-based Risk Analysis
- Monitoring Job Performance and Schedule
- Backlog Management