

Planning and Scheduling Course Description and Outline



Maintenance planning and scheduling is the hub for achieving a cost-effective maintenance organization. Planning and scheduling is the cornerstone to enable excellence in uptime, preventive maintenance, stores, utilization of craftspeople, maintenance cost control, coordination of maintenance schedules with production schedules, and involves engineering in reliability and much more.

This hands-on seminar filled with IDCON's experience from a variety of industries and close to 40 years of maintenance management field experience will provide your plant with the critical information needed to improve maintenance planning and scheduling practices.

With the knowledge from this training, you will be able to improve your crafts people's effectiveness, reduce equipment downtime and reduce overall maintenance cost over time.

Course Objectives/Benefits to Participants

- Improve uptime on critical lines (dependent on industry and current reliability)
- Reduce maintenance cost over time (10- 40% is common)
- Improved safety through well thought through (planned) jobs
- Improve maintenance planner's effectiveness (50 to 300% is not uncommon)
- Refocus supervisors, planners and crafts people towards quality jobs from a "fire-fighting" role
- Reduce rework
- Create time for root cause problem elimination
- Reduce workforce stress, resulting in reduced "sick time"

Training Method

Using best practice experience and practical exercises the instructor will lead the participants through the essential concepts of this work management process.

Recommended Attendees

- Maintenance Supervisors
- Maintenance Planners
- Operations coordinator (role that coordinates production and maintenance schedules)
- Craftspeople
- Store room management

Course Outline

- Introduction and course objectives
- Results Oriented Reliability and Maintenance (RORM)
- The Productivity Circle
- Enabling successful planning and scheduling (creating a successful "planning and scheduling environment")
- Definitions
 - Planning
 - Scheduling
 - Other maintenance definitions (handout)
- Business processes
- Work identification/Work request initiation
- Setting work priorities
- Backlog management
- Planning ("What and How")
 - What should and should not be planned?
 - The Work Order
 - Scoping the job
 - Touring the work sites
 - Thinking through the job - job steps
 - Involving experts
 - Adding materials
 - Adding tools and equipment
 - Adding supplies
 - Estimating
 - Finishing the work package (drawings, etc.)
- Scheduling ("Who and When")
 - Long-term (annual) maintenance schedules
 - Weekly scheduling
 - Daily scheduling
 - Revising estimates for scheduling
 - Coordination
- Work execution
 - Supervisor and tradesperson's responsibilities
 - Field Controls
- Recording
 - What was found?
 - What did you do?
 - What will prevent future failures?
 - Who is responsible for documenting
- Continuous improvement
 - Closing the work order
 - Learning from work done
 - Application of reliability basics
 - Maintaining equipment history records
- Making it a success
 - Threats to success
 - Disciplined routines for planners and schedulers

- Meetings
- Implementation process
- Review and wrap-up
- Additional topics
 - Standard job plans
 - Materials management
 - Long-term planning and shutdowns
 - Approvals and alternatives
 - Measuring performance
 - Budgets and KPI's
 - Hidden costs
 - Maintenance computer systems

IDCON In-house Training and On-site Implementation Support

IDCON can customize any of our training courses for your plant and provide the coaching and implementation support to ensure your organization really uses the processes to garner the best results.

IDCON Consulting and Training Services

- Leadership and Organization
- Reliability and Maintenance Assessments
- Planning and scheduling improvement
- Preventive Maintenance/Essential Care and Condition Monitoring
- Operator Essential Care
- Materials and Spare Parts Management
- Root Cause Problem Elimination
- Improving equipment data and technical database