

MAINTENANCE PLANNING & SCHEDULING

What is it all about?

Maintenance Planning & Scheduling: arguably the most neglected functions of modern asset management. Very few organisations have a proper understanding of these critical functions and struggle to measure, control and manage their very expensive maintenance resources.

This high impact, hands-on intervention covers all aspects of modern maintenance management Planning, Scheduling and Execution and will equip you with the necessary maintenance planning and scheduling knowledge and skills to effectively:

- Increase the amount of maintenance work being accomplished without any additional resources.
- Free up necessary labour resources and to reallocate them to value-adding activities.
- Introduce continuous improvement activities to your current asset management business processes.



Who should attend?

- Asset & Maintenance Managers
- Maintenance & Production Engineers
- Production or Operation Managers
- Engineering or Maintenance Planners
- People who want to improve the performance of their physical assets to optimise the return on their capital investments.

Format

- Public Training - scheduled at all major cities across Southern Africa
- On-site Training - anyplace, anywhere

COURSE OUTLINE

Modules covered in this 3 day intervention:

Asset Management Introduction

Overview of the AMiP methodology and the definition of Asset Management. Asset Management Growth Model.

AM Key Performance Area's

Introduction to: Strategy Management; Performance Measures; Continuous Improvement; Information Management; Work Planning & Control; Organisation & Manpower; Autonomous Maintenance; Contractor Management; Maintenance Tactics; Spares & Materials; Tools & Workshops; Financial Management; Acquisition & Disposal
Performing a self-assessment to determine the current maturity of your asset management function.

OMM

Developing the maintenance plan in 7 steps; Task implementation as the first step in the planning cycle

Long Term Planning

Having a long term maintenance plan; The Planning Board and

Planning Principles

Separate department; Focus on future work; Component level files; Estimates based on planner expertise; Recognise the skills of the crafts; Measure performance with work sampling.

Planning Skills

Planning process; Coding Work Orders; Planning Work Orders; Job scoping; Developing planned level of detail; Trade skill level;

Estimating work hours and job duration; Spares & materials; Special tools; Job safety; Estimating job cost; Contracting out work; Closing and filing after work completion

Scheduling Principles

Plan for lowest required trade level; Schedules and job priorities are important; Schedule from forecast of highest trade available; Schedule for every work hour available; Supervisor handles current day's work; Measure performance with schedule compliance

Scheduling Skills

The 3 steps of Advance Scheduling:
1. Artisan Availability forecast;
2. Sorting Work Orders;
3. Assigning Work Orders

Facilitation

The Planning Meeting - purpose, how often, who should attend, who should be in control, who must bring what.

Workshop: Day in the life of a Maintenance Planner

Mapping the practical functions of the planning department.

Execution Management

Management of your Maintenance Plan; Measuring the effectiveness of your Plan; Essential Business Processes for Asset Management; Continuous Improvement of your Tactical Maintenance Plan

What makes it different?

PRAGMA's Planning and Scheduling course focuses on the essential Planning, Scheduling and Execution functions of modern asset management. Irrespective of you organisation's specific CMMS or APMS, this course aims to:

- **establish world-class work planning and control best practices** within your organisation in order to grow your organisation's maturity in this specific KPA
- **clarify and resolve roles and responsibilities** of members of the Planning and Executions functions
- **develop Key Performance Indicators** to measure the performance of the Planning function
- **develop essential WP&C knowledge management capability** to ensure sustainable improvement

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