



## What is it all about?

Planning and 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 work planning and control (WPC) and will equip you with the necessary work 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 reallocate them to value-adding activities.
- Introduce continuous improvement activities to your current asset management business processes.

## 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 your organisation's specific CMMS or EAMS, 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 WPC knowledge management capability** to ensure sustainable improvement.

## Who should attend?

- Asset and maintenance managers
- Maintenance and 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 - anywhere, anywhere.



# Course outline

## Modules covered in this three day intervention:

### Asset management introduction

An overview of the AMIP business process and the definition of asset management; asset management growth model.

### Asset care plans

How things fail; best tactic for each failure mode; Pragma's optimum maintenance mix process to develop asset care plans in seven steps; the purpose of WPC in performing these ACPs.

### Long term work plan

Having a long term maintenance work plan to motivate artisan complements and tactical maintenance budgets; perform resource balancing and ensure alignment with production.

### Planning principles

Adhering to six planning principles as a foundation in establishing an effective planning function.

### Scheduling principles

Adhering to six scheduling principles as a foundation in establishing an effective scheduling function.

### WPC assessment

Performing a self assessment to determine the current maturity of your WPC function.

### Work order cycle

The main activities of the work order cycle:

- Work identification
- Validation and coding
- Planning
- Weekly scheduling
- Daily allocation
- Execution
- Feedback on work
- Feedback analysis
- Capture and closure

Formal WPC business procedures  
WPC reports

### Project and shutdown maintenance

How to apply the planning and scheduling principles to project and shutdown maintenance events.

### Operator asset care

How to involve the operator of the asset with asset care and how to incorporate this in the WPC process.

### Practical examples and exercises

Perform a number of practical exercises to simulate the application of the theory in a real world situation.

Learn from others through examples and case studies on WPC.

### For more information:

Tel: 011 318 0641  
Email: [academy@pragmaworld.net](mailto:academy@pragmaworld.net)  
Web: [www.pragmaworld.net](http://www.pragmaworld.net)

# Maintenance Planning and Scheduling

Please return your completed registration to fax: 086 666 2696 or e-mail: [academy@pragmaworld.net](mailto:academy@pragmaworld.net)  
Delegate Registration Form

Name of Course			
Date		Reference Code	
Early Bird Price		Full Price	

**Register 4 weeks prior to the starting date to receive a 5% early bird discount.**

## Delegate Details

Title					
Name					
Surname					
Job Title					
ID Number					
Email			Mobile		
Special Dietary Requirements	Halaal	Kosher	Vegetarian	Other (please specify)	

**Register 2 delegate: 5% discount; Register 3 delegates: 10% discount; Register 4 delegates: 15% discount; Register 5 delegates: 20% discount**

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I, \_\_\_\_\_, have authorisation to approve this training and have read and understand the terms and conditions

\_\_\_\_\_  
**Signature**

### Terms and Conditions

- All registrations will be deemed confirmed and subject to these terms and conditions:
- ALL PRICING EXCLUDES VAT.
- A full refund is available for cancellations received in writing at least 15 working days prior to course commencement.
- The course fee is non-refundable if less than 15 working days' notice of cancellation is given.
- Registrations received less the 15 days prior to the course can therefore not be cancelled.

PRAGMA Academy reserves the right to cancel any advertised course due to insufficient enrolments or to conditions beyond Pragma's control. Payment is required prior to the starting date of the course. Please send your payment advice to [academy@pragmaworld.net](mailto:academy@pragmaworld.net).

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