

**Course Name:** Effective Maintenance Planning and Scheduling

**Reference Code :**

**Description:** The critical objectives of the maintenance planning and scheduling section are to ensure assets availability and reliability at the lowest cost. The planning and scheduling activities in the maintenance department are the reference points for all work orders. Planned wrongly and the whole maintenance management processes will be negatively affected. Work orders created by maintenance planners and properly executed will improve the effectiveness of the maintenance department.

The role of the maintenance planner is to develop the right work orders taking into consideration all the logistical requirements and constraints. Along with excellent planning and scheduling skills, this job requires interacting with many departments. The maintenance theories and principles as well as best practices that will be discussed during this course will equip the maintenance planner to achieve the critical objectives of the maintenance department.

**Course Objective:**

By the end of the course, participants will be able to:

- Apply the latest concepts and techniques needed to effectively plan, schedule and control maintenance activities
- Use project management techniques to manage major maintenance activities and shut downs
- Demonstrate an understanding of how to maintain the optimal stock levels of spare parts to ensure operational availability
- Prepare the right maintenance KPIs to evaluate and improve the performance of critical maintenance processes in their department
- Select capital budgeting techniques to evaluate maintenance capital expenditures
- Relate and communicate with others to achieve the desired goals

**Programme Methodology:**

The course uses a mix of interactive and hands-on techniques. Beside the brief presentations by the consultant and the participants, there will be many individual and group exercises based on actual maintenance work related scenarios. Given that the course is a certified one, there will also be a test at the end of the course.

**Who Should attend?**

Managers, supervisors and planners responsible for maintenance planning, scheduling and control activities.

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## Course Outline:

### Day 1 : Putting planning in context

- The modern maintenance strategy
- Maintenance as a business process
- The business case for planning
- The financial benefits case
  - The scope challenge
  - Optimizing maintenance frequency
  - The value of improving maintenance efficiency
- Benefits for operations
- Benefits for the maintenance team
- Safety performance improvement
- The different levels of planning
- The pitfalls of traditional planning processes
- Importance of maintenance and asset management
- Objectives and types of maintenance
- Evolution of the maintenance function
- The planning process
- Types of maintenance
- Clarification of roles in maintenance
- Defining the work order system
- Setting priorities to work orders
- Establishing a preventive maintenance program
- Preventive maintenance risks

### Day 2 : Planning major maintenance work and shutdowns

- The unique challenge of shutdowns
- A model of excellence of shutdown preparation
- Scope of work and activities
- Work Breakdown Structure (WBS) requirements
- Setting and using maintenance standards
- Planning and scheduling constraints
- The critical path method
- Forward and backward scheduling
- Manpower planning
- Resource planning histograms

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- Planning the preparation and strategic work

**Day 3 :Controlling maintenance work**

- Types of control and control documentation
- The use of Key Performance Indicators (KPIs) that count in maintenance
- Sources of data for KPIs
- Examples of maintenance KPIs

**Day 4 :Driving maintenance performance**

- Drawing learning from recurring maintenance tasks
- Refining maintenance policies
- Learning from reviewing planned maintenance
- Capturing learning from inspection work
- Scope optimisation
- The 3R's process
- Dealing with the productivity challenge
- Labour utilisation and tool time
- The driven DILO process
- The importance of measuring productivity
- Challenge planning – the next step?
- The 5T's
- SMED analysis

**Day 5 :Dealing with maintenance colleagues, management and users**

- The importance of communication skills
- Possible communication barriers
- Reasons we face conflict
- Managing conflicts effectively
- Styles in managing conflict

Course Duration    Date

**Time:** 08:00 AM -03:00 PM

**Numbers of hours:** 30 Hours

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