

#### Introduction:

Whether you're new to the field of maintenance planning or a seasoned professional in maintenance planning and scheduling, this course will expand your knowledge, insights, and capabilities, which are essential for your professional growth.

Maintenance planning is a key element in the broader scope of physical asset management. However, many organizations struggle with its effective implementation and fail to fully realize its benefits. Understanding the underlying processes of this operational strategy helps identify skill gaps and organizational needs.

This course on maintenance planning and scheduling will provide you with a thorough understanding of the subject, enabling you to carry out your responsibilities within a proficient maintenance planning team.

The training emphasizes the key processes and techniques that sustain asset reliability, assist in creating a strong maintenance plan, and help you understand the concept of planned maintenance.

#### Defining Maintenance Planning and Scheduling - Core Aspects of Asset Management:

This course explores the essential concepts of maintenance planning and scheduling, which are critical components of asset management. Participants will learn about the roles of maintenance planners and schedulers within the framework of operational excellence. This module highlights the importance of certification in maintenance planning and scheduling for professionals who wish to formalize their expertise in this area.

By understanding the functions and principles of maintenance planners and schedulers, participants will learn how targeted training and development can improve their organization's maintenance performance and efficiency.

#### Target Audience:

- Planners
- Maintenance and Reliability Engineers
- Planning Engineers
- Maintenance Supervisors
- Maintenance Engineers
- Maintenance Team Leaders and Managers

- Operations Team Leaders and Managers
- Technical Support Staff

Course Objectives:

Upon completing this course, participants will be able to:

1. Set up master data that supports a comprehensive maintenance plan.
2. Facilitate the development and implementation of a planned maintenance system.
3. Create task plans and procedures that align with safety, quality, and efficiency standards.
4. Initiate the procurement of logistics to enable the execution of scheduled maintenance.
5. Develop a building maintenance schedule in consultation with stakeholders for upcoming periods.
6. Produce performance indicator-based reports to identify areas of concern and drive continuous improvement.

Targeted Competencies:

At the end of this course, participants will be able to:

1. Establish an efficient maintenance planning function.
2. Use an object-based approach to develop programmed maintenance.
3. Plan work for safety, quality, and efficiency.
4. Schedule maintenance with operational continuity in mind.
5. Link operations to the maintenance schedule.
6. Create one-page performance indicator reports to drive improvements.
7. Eliminate equipment defects through detection, reporting, planning, scheduling, and execution.

Course Content:

Unit 1: The Building Blocks of a Modern Maintenance Management System

- The asset healthcare model.
- Asset master data.
- Organization master data.
- Maintenance logistics planning.
- Practical exercises and discussions.

#### Unit 2: Programmed Maintenance Development and Planning

- Criticality grading.
- Failure modes and effects analysis.
- Criteria and tools for selecting programmed tasks.
- CMMS task plans and work orders.
- Corrective maintenance task procedures.
- Practical exercises and discussions.

#### Unit 3: Work Management

- Work management process model.
- Defect reporting and notifications.
- Backlog control.
- Capacity planning and resource allocation.
- Scheduling with the consensus of stakeholders.
- Practical exercises and discussions.

#### Unit 4: Shutdown and Turnaround Management

- Network planning and critical path scheduling.

- Resource profile development.
- Resource leveling and balancing to optimize schedules and resources.
- Tracking and controlling shutdown and turnaround progress.
- Practical exercises and discussions.

#### Unit 5: Performance Management

- Setting up performance indicators and data sources.
- Work management performance indicators.
- Asset maintenance effectiveness performance indicators.
- Cost control performance indicators.
- Planning performance indicators.
- Practical exercises and discussions.