

Planning and Scheduling Optimization

“5 Days Virtual Workshop”

DAY 1: MAINTENANCE PLANNING AND SCHEDULING OVERVIEW

- Instructor and Attendee Introductions
- Daily Training Schedule
- Expectations from the training for each “Attendee”
- Meet with Key Stakeholders to Discuss their Expectations of the Training
- Review Course Objectives by Learning...
 - How to reduce “Fire Fighting”
 - How to Optimize Maintenance and Equipment Reliability
 - Key Elements of Maintenance Planning and Scheduling
 - Benefits of Proactive Maintenance Planning and Scheduling
 - How to Mitigate Maintenance Rework by Applying Proactive Maintenance Planning and Scheduling
 - How Measure the Effectiveness of Maintenance Planning and Scheduling
 - What are the Roles and Responsibilities of a Maintenance Planner/Scheduler
 - What are the attributes of a Proactive Maintenance Supervisor
 - What are the Maintenance Supervisor’s Roles and Responsibilities
 - What are the Roles and Responsibilities for the Maintenance Storeroom
- Group Exercise: Assess the current state of Maintenance Planning and Scheduling
- Proactive Maintenance Planning and Scheduling Workflow Model/Process
- Metrics Required to Manage Maintenance Planning and Scheduling Effectively
- How to Close out work orders to ensure accurate data
- How to Measure Maintenance Effectiveness
- World Class Maintenance Planning and Scheduling Case Study (Alumax/Alcoa Mt Holly – John Day PE)
- Definition of:
 - Maintenance Reliability Best Practices
 - Maintenance Rework
 - Work Identification
 - Preventive Maintenance
 - Maintenance Planning
 - Maintenance Scheduling
 - Work Execution
 - FRACAS – Failure Reporting, Analysis, and Corrective Action System
 - Work Order Close Out
 - Maintenance Backlog
- What is Wrench-Time and How Maintenance Planning and Scheduling Impacts Wrench-Time
- Maintenance Planning and Scheduling Vision, Mission and Guiding Principles

Day 2 – What is Maintenance Planning and Scheduling Best Practices

- **Proactive Maintenance Planning and Scheduling Attributes**
- **Benefits of a Proactive Maintenance Planner**

Group Exercise: Day in the Life of a Proactive Maintenance Planner

- **What is Maintenance Best Practices and How it Can Impact Reliability and Maintainability in your Organization**
- **Roles and Responsibilities of a Proactive Maintenance Planner**
- **What is Preventive Maintenance and How it Can Impact Equipment Reliability**
- **How to Measure the Effectiveness of Maintenance Planning and Scheduling**
- **How to Mitigate Maintenance Rework with Proactive Planning and Scheduling**
- **Benefits of Managing Proactive Maintenance Planning and Scheduling**

Group Exercise: Day in the Life of a Proactive Maintenance Supervisor

- **Maintenance Supervisor Best Practices How to Move from Reactive Maintenance through “Measuring what you Manage”**
- **Benefits of Proactive Maintenance Technicians**
- **How to Align all Maintenance Technicians in Proactive Maintenance using weekly “Toolbox Talks”**

Group Exercise: Day in the Life of a Proactive Maintenance Technician

- **Maintenance Technician Best Practices**
- **Proactive Maintenance Technician Attributes**
- **Benefits of Having a Proactive Maintenance Technician**
- **Roles and Responsibilities of a Proactive Maintenance Technician**
- **How Maintenance Technicians can assist in mitigating Maintenance Rework**

Day 3: Maintenance Spare Parts Management

- **What is contained in Spare Parts Management**
- **Roles and Responsibilities of a Proactive Storeroom**
- **Attributes of Spare Parts Management**

Group Exercise: What are the benefits of having a Proactive Parts Management Process?

- **How Maintenance Rework can be mitigated through having the “right part at the right time”**
- **Attributes of a Proactive Maintenance Storeroom**
- **How to ensure the Parts Required are in stock as needed**
- **What is Min/Max/Reorder Point and Safety Stock**
- **How Parts can be built into a “Bill of Materials” when parts are checked out via a Work Order**
- **How to close out work orders accurately and why?**
- **How Special Parts/Material Must be stored and why?**

Day 4: CMMS Best Practices / Work Orders

Group Exercise: Helpful CMMS Implementation Steps to Achieve Long-Term Success

- **How to Create Roles and Responsibilities for CMMS**
- **What are the benefits of a fully integrated CMMS**
- **Attributes of a fully integrated CMMS**
- **How to Manage a CMMS the “Right Way”**
- **What is the difference between a “Work Order and a Work Request” and why?**

- Requirements of a Work Request
- Requirements of a Work Order
- How the CMMS can assist in mitigating “Maintenance Rework”
- Who should close out a Work Order and why?

Day 5: Measuring the Effectiveness of Maintenance Planning and Scheduling and it's impact on Production

- How “Process Reliability (Production)” is impacted by a “Proactive Maintenance Planning and Scheduling which is managed to Specifications”
- How to create a “Planning and Scheduling Scorecard” and the benefits of having a scorecard posted for all to see.
- Steps to move from the current state of Maintenance Planning and Scheduling to a Proactive State
- Why Maintenance Work Procedures are Critical to Ensure all Maintenance Work is Performed to the asset's requirements

Group Exercise: Effective Maintenance Procedures: The Hidden Engine of Plant Reliability Gains
Group Exercise: Create a Master Plan to Optimize your Maintenance Planning and Scheduling using the following process using the Crawl, Walk, Run Methodology

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