PLANNING AND SCHEDU MAINTENANCE **Best Practices** LING

THREE DAY WORKSHOP WITH RICKY SMITH, CMRP, CMRT, CRL



PRESENTED BY:

RICKY SMITH CMRP

RICKY SMITH CMRP
WORLD CLASS MAINTENANCE



OVERVIEW

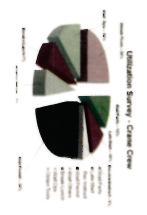
sharing. Learning through hands-on exercise or knowledge

- RICKY SMITH, CMRP

Practices in Maintenance Planning and Scheduling" with the focus on This workshop is "activity based" (hands on) with the focus on "Best optimization of Maintenance Wrench-Time.

Who should attend this course:

- Maintenance Planners
- Maintenance Schedulers
- Maintenance Planner/Schedulers
- Senior Maintenance Technicians Maintenance Supervisors
- Maintenance Managers
- Maintenance Planning/Scheduling Managers/Leaders



OVERVIEW

THE OBJECTIVES

The objectives of this workshop for each attendee:

- Identification to Work Order Close Out" Learn the Proactive Maintenance Process from "Work
- andScheduling Obtain the ability to Execute Proactive Maintenance Planning
- Practices"impacts the Planning and Scheduling processes Define how "Known Best Maintenance and Reliability
- Planning and Scheduling Describe the objective, mission and attributes of Proactive
- Plan and Schedule through numerous "hands on" exercises
- Learn how to Measure an organization's current Wrench-time
- Define Methods to Optimize Maintenance Wrench-Time
- Workflow Model which impacts Maintenance Wrench-time Create a Proactive Maintenance Planning and Scheduling
- Create Leading and Lagging Planning and Scheduling Metrics
- Planning and Scheduling Process Define how to transition from current state to a more Proactive
- Define how to measure and manage Maintenance Backlog
- Learn to implement and manage a Proactive Kitting Process
- Gain first steps in how to Manage Change
- Planning and Scheduling Implementation / Optimization Create a Master Plan, with timeline for Proactive Maintenance



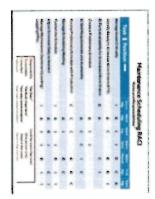
DAY 1: MAINTENANCE PLANNING SCHEDULING OVERVIEW AND

- Instructor and Attendee Introductions
- Expectations from each attendee
- Expectations from instructor Course Objectives
- Daily Training Schedule
- Proactive Maintenance Workflow Model/Process
- (Alumax/Alcoa Mt Holly John Day PE) World Class Maintenance Planning and Scheduling Case Study
- Definition of:
- Maintenance
- Reliability
- Work Identification
- Preventive Maintenance
- Predictive Maintenance
- Maintenance Planning
- Maintenance Scheduling
- Work Execution
- Work Order Close Out
- Backlog
- Scheduling Impacts it What is Wrench-Time and How Maintenance Planning and
- **Guiding Principles** Maintenance Planning and Scheduling Vision, Mission and
- Scheduling Actually Work? Group Discussion - How does Maintenance Planning and



DAY SCHEDULING MAINTENANCE PLANNING OVERVIEW (CONTINUED) AND

- Exercise: Process Map Development Proactive Maintenance
- Exercise: Create a RACI Chart for Proactive Maintenance



- Planning and Scheduling Leading and Lagging KPIs
- Expectations from PM and PdM
- Failure Modes and how to manage and mitigate them
- Creation of the following Proactive Maintenance...
- Vision Statement
- Mission Statement
- Guiding Principles
- Scheduling Process Developing and Managing an Effective Maintenance Planning and
- Planning and Scheduling Workflow Process
- Steps required to develop an Effective Planning and Scheduling Program
- Repeatable/Effective Procedures
- Managing a Proactive Planning and Scheduling Program Planning and Scheduling Roles and Responsibilities (RACI)



Maintenance Planning and Scheduling Dashboards Maintenance Planning and Scheduling Leading and Lagging KPIs

Maintenance Scheduling, Parts and Material Kitting Exercise: Create Definitions for Maintenance Planning,

Group Question: 1 thing each person learned today

2 MAINTENANCE PLANNING

- Review of Day 1
- Proactive Maintenance Planning Process
- Maintenance Planning Definition
- Requirements of Maintenance Planning
- Planned Job Requirements
- Repeatable Procedure Definition
- How to create Repeatable Procedures
- Parts Requirements/Kitting Process
- Definition of Kitting
- How to establish a Kitting Process
- Parts Ordered from Vendor vs Storeroom Stock
- Security of Scheduled Work Parts/Material
- Exercise: Create Maintenance Planning Vision and Mission
- Exercise: Create Guiding Principles for Maintenance Planning
- Developing an effective Maintenance Planning process
- Maintenance Planning Roles and Responsibilities
- Maintenance Planning Leading and Lagging KPIs
- Creating Leading and Lagging KPIs for Maintenance Planning
- Exercise: Creating a Process Map for Maintenance Planning



2: MAINTENANCE PLANNING (CONTINUED)

Exercise: Create RACI Chart (Roles and Responsibilities for

Maintenance Planning)

Why Repeatable Procedures are critical

Examples of Repeatable procedures for Preventive Maintenance

How to create a Repeatable Procedure

pump Provided Exercise: Create a Repeatable Procedure for Replacement of a

- Proactive Maintenance Scheduling
- Maintenance Scheduling Definition
- Requirements of Maintenance Scheduling
- Requirements for Daily and Weekly Scheduling
- Roles and Responsibilities for Scheduling
- Scheduling Leaderships expectations of Maintenance Planning and



- Exercise: Create Maintenance Scheduling Vision and Mission
- Exercise: Create Guiding Principles for Maintenance Scheduling
- Developing an effective Maintenance Planning process
- Maintenance Planning Roles and Responsibilities



- Creating a Workflow Process for Maintenance Scheduling
- Creating a RACI Chart for Maintenance Scheduling
- Lessons Learned from Day 1 and 2
- days. Preliminary plan to implement what you learned from the past 2

3: MAINTENANCE PLANNING SCHEDULING ALIGNMENT AND

- Managing Maintenance Planning and Scheduling Exercise
- Knowledge Assessment (Test)
- Role Play Group Exercise: Real World "Proactive Maintenance Process" exercise
- Players include: Maintenance and Production Leadership, Maintenance Technician Maintenance Planner / Scheduler, Storeroom Person,
- Maintenance Supervisor, Production Management (4 Hours) Schedule with the following players: Maintenance Planner, Maintenance Scheduling Exercise: Create a Weekly Maintenance
- when you return (Think about this day as if you had all the control and power do anything do anything that is required for success) Pulling Maintenance and Planning into the Real World for you
- and Guiding Principles for your organization Create a Maintenance Planning and Scheduling Mission, Vision
- Create Leading and Lagging KPIs for your organization
- "The Wall" (what is it and how will it impact success)



SCHEDULING ALIGNMENT (CONTINUED) DAY 3: MAINTENANCE PLANNING P Z U

- Risk Mitigation Planning
- Expectations from Leadership
- Common Mistakes and Miss-steps when moving into Proactive Maintenance Planning and Scheduling
- Why Maintenance Planning and Scheduling Implementations fail and what to do to mitigate these mistakes
- EXERCISE: Create a Plan when you return (individually with my guidance)
- Course Evaluation
- Course Completion Certificates