

Maintenance Planning and Scheduling Best Practices

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Downtown Greenville, SC

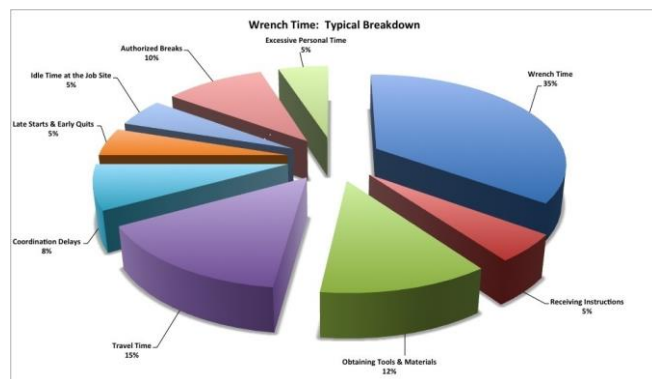
Join me for hands-on
training in Maintenance
Planning and
Scheduling Best
Practices

CONTACT

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



Who should attend this course:

- > Maintenance Planners
- > Maintenance Supervisors
- > Senior Maintenance Technicians (influential techs)
- > Maintenance Managers
- > Maintenance Planning/Scheduling Manager

Cost: \$980.00 (US Military Veterans receive 20% discount)

MAINTENANCE SCHEDULING

THE SCHEDULING OF MAINTENANCE PERSONNEL, CONTRACTORS, AND SAFETY PERSONNEL WITH PRODUCTION...

"TO EXECUTE THE RIGHT WORK AT THE RIGHT TIME"

SYNCHRONIZING ALL PARTIES INTENDED TO MINIMIZE PRODUCTION OUTPUT AND QUALITY ISSUES RESULTING IN...

"OPTIMAL RELIABILITY AT OPTIMAL COST"

MAINTENANCE PLANNING

MAINTENANCE PLANNING IS THE PROCESS TO IDENTIFY LABOR, MATERIALS, TOOLS AND SAFETY REQUIREMENTS. THIS INFORMATION IS ASSEMBLED INTO A JOB PLAN PACKAGE AND COMMUNICATED TO CRAFT WORKERS PRIOR TO THE START OF THE WORK.

SOURCE: SMRP METRICS

The Course Objectives

- What is the Proactive Maintenance Process from "Work Identification to Work Order Close Out"
- Obtain the ability to Execute Proactive Maintenance Planning and Scheduling
- Define how "Known Best Maintenance and Reliability Practices" impacts the Planning and Scheduling processes
- Describe the objective, mission and attributes of Proactive Planning and Scheduling
- 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
- Create a Proactive Maintenance Planning and Scheduling Workflow Model which impact Maintenance Wrench-time
- Create Leading and Lagging Planning and Scheduling Metrics
- Define how to transition from current state to a more Proactive Planning and Scheduling Process
- 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
- Create a Master Plan, with timeline for Proactive Maintenance Planning and Scheduling Implementation / Optimization
....and much more

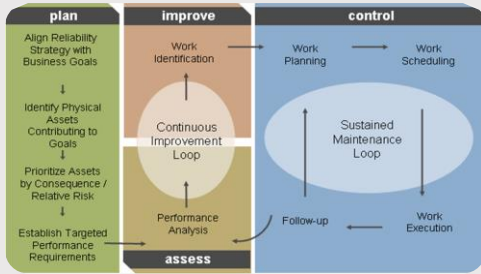
Training Schedule

Day 1: Maintenance Planning and Scheduling Overview

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

The Top 10 Reasons Why Maintenance Planning is Not Effective

1. We don't really know what we're doing in the first place.
2. Not knowing the True Wrench Time of your Maintenance Work!
3. The Fragmentation of Maintenance Planning into Maintenance, Safety and Scheduling based on Area/Shift/Function.
4. We don't invest in the right people, training and scheduling.
5. Maintenance Planning or Process Scheduler's are not involved in the Maintenance Planning and Scheduling Process!
6. We don't understand the Plan, if the rest of us can still be reactive.
7. Meeting the requirement to operate in a highly reactive, non-face and able.
8. Preventive Maintenance is controlled and not planned and scheduled.
9. No Backlog, or little focus on Prevention or Identification of Future Work!
10. No one has the right Key Performance Indicators for Maintenance Planning!



- Creation of the following for Proactive Maintenance...
 - Vision
 - Mission Statement
 - Guiding Principles
- Developing and Managing an Effective Maintenance Planning and Scheduling Process
- Planning and Scheduling Workflow Process
- Steps required to develop an Effective Planning and Scheduling Program
- Repeatable/Effective Procedures
- Planning and Scheduling Roles and Responsibilities (RACI)
- Managing a Proactive Planning and Scheduling Program
- Maintenance Planning and Scheduling Leading and Lagging KPIs
- Maintenance Planning and Scheduling Dashboards

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

Group Question: 1 thing each person learned today

Day 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

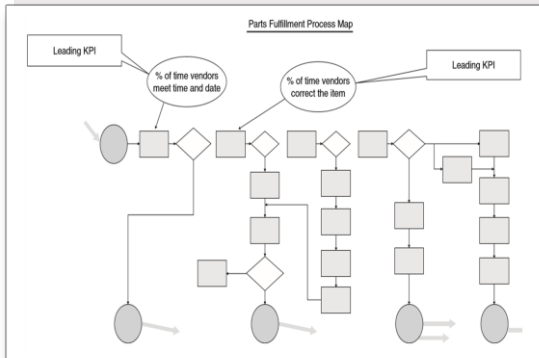
Exercise: Create RACI Chart (Roles and Responsibilities for Maintenance Planning)

- Why Repeatable Procedures are critical
- Examples of Repeatable procedures for Preventive Maintenance
- How to create a Repeatable Procedure

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

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

Maintenance Planning RACI Chart								
Tasks	Maint Supervisor	Maint Planner	Purchasing	Storeroom	Maint Tech	Maint Mgr	Reliability Engineer	PdM Technician
Pst Part Executed to Standard	A	I			R	I		R
Job Scoped	A	R			C			C
Repeatable Corrective work procedure developed	A	C		C	R		C	
Parts Ordered		R	A		C		C	C
Parts Kitted	I	I		A/R				
Work executed to Standard	R					A	C	C
	Responsibility Accountable Consulted Informed		"the Doer" "the Buck stops here in the Loop" "kept in the picture"					



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

Exercise: Create Maintenance Scheduling Vision and Mission

Exercise: Create Guiding Principles for Maintenance Scheduling

- Developing an effective Maintenance Scheduling process
- Maintenance Scheduling Roles and Responsibilities
- Maintenance Scheduling Leading and Lagging KPIs
- How to Create Leading and Lagging KPIs for Maintenance Scheduling

Exercise: Creating a Process Map for Maintenance Scheduling

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

Day 3: Maintenance Planning and Scheduling Alignment

- Review of Day 2
- Two things you plan to do different when you return
- Change Management (Cultures) issues one may face when they return with new ideas about Planning and Scheduling
- How to overcome resistance to Change

Group Exercise: Managing Maintenance Planning and Scheduling Exercise
(2 Hours) "Exercise includes role playing in a real-world situation"

Group Exercise – Knowledge Assessment

Group Exercise: Real World "Proactive Maintenance Process"

Players include: Maintenance and Production Leadership, Maintenance Supervisor, Maintenance Planner / Scheduler, Storeroom Person, Maintenance Technician

Group Exercise: - Maintenance Scheduling Exercise: Create a Weekly Maintenance Schedule

Players Include: Maintenance Planner, Maintenance Supervisor, Production Leadership, Maintenance Manager

Individual Exercise: Your plan when you return.

Course Close Out / Course Evaluation



REGISTRATION

Name: _____

Position: _____

Company: _____

Address: _____

Email Address: _____

(only used to make contact concerning registration only)

Phone Number: _____

Purchase Order Number: _____

Credit Card Number: _____

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