Planning and Scheduling Course Description and Outline

Maintenance planning and scheduling is the hub for achieving a cost-effective maintenance organization. Planning and scheduling is the cornerstone to enable excellence in uptime, preventive maintenance, stores, utilization of craftspeople, maintenance cost control, coordination of maintenance schedules with production schedules, and involves engineering in reliability and much more.

This hands-on seminar filled with IDCON’s experience from a variety of industries and close to 40 years of maintenance management field experience will provide your plant with the critical information needed to improve maintenance planning and scheduling practices.

With the knowledge from this training, you will be able to improve your crafts people’s effectiveness, reduce equipment downtime and reduce overall maintenance cost over time.

Applying the techniques learned from this seminar can produce these results:
- Improve uptime on critical lines (dependent on industry and current reliability)
- Reduce maintenance cost over time (10-40% is common)
- Improved safety through well thought through (planned) jobs
- Improve maintenance planner's effectiveness (50 to 300% is not uncommon)
- Refocus supervisors, planners and crafts people towards quality jobs from a “fire-fighting” role
- Reduce rework
- Create time for root cause problem elimination
- Reduce workforce stress, resulting in reduced “sick time”

Who Should Attend
- Maintenance Supervisors
- Maintenance Planners
- Operations coordinator (role that coordinates production and maintenance schedules)
- Craftspeople
- Store room management

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Course Outline

- Introduction and course objectives
- Results Oriented Reliability and Maintenance (RORM)
- The Productivity Circle
- Enabling successful planning and scheduling (creating a successful "planning and scheduling environment")
  - The Production Partnership
  - Supportive managers and supervisors (explain - planning - S/V, scheduling, managers)
  - Reliability-focused materials management (right parts, etc.)
  - Logical and simple business processes
  - Efficient supporting systems (maintenance computer, etc.)
  - Complete and up-to-date technical database (Stores, equipment, etc.)
  - Logical equipment hierarchy, good numbering and labeling of all assets
  - A disciplined approach to management (respecting deadlines, etc.)
  - A belief that planning and scheduling will provide real benefits for the organization
  - A minimum number of efficient meetings
  - Good condition monitoring
  - Good plant "geography" (planner close but not too close, frequent interaction, etc.)
  - A maintenance philosophy that supports the business/market environment in which the organization operates
  - A focus on continuous improvement (RCPE, etc.)
- Definitions
  - Planning
  - Scheduling
  - Other maintenance definitions (handout)
- Business processes
- Work identification/Work request initiation
- Setting work priorities
- Backlog management
- Planning ("What and How")
  - What should and should not be planned?
  - The Work Order
  - Scoping the job
  - Touring the work sites
  - Thinking through the job - job steps
  - Involving experts
  - Adding materials
  - Adding tools and equipment
  - Adding supplies
  - Estimating
  - Finishing the work package (drawings, etc.)
Planning and Scheduling

- Scheduling ("Who and When")
  - Long-term (annual) maintenance schedules
  - Weekly scheduling
  - Daily scheduling
  - Revising estimates for scheduling
  - Coordination

- Work execution
  - Supervisor and tradesperson's responsibilities
  - Field Controls

- Continuous improvement
  - Closing the work order
  - Learning from work done
  - Application of reliability basics
  - Maintaining equipment history records

- Additional topics
  - Standard job plans
  - Materials management
  - Long-term planning and shutdowns
  - Approvals and alternatives
  - Measuring performance
    - Budgets and KPI's
    - Hidden costs
  - Maintenance computer systems

- Making it a success
  - Threats to success
  - Disciplined routines for planners and schedulers
  - Meetings

- Implementation process
- Review and wrap-up

IDCON In-house Training and On-site Implementation Support
IDCON can customize any of our training courses for your plant and provide the coaching and implementation support to ensure your organization really uses the processes to garner the best results.

IDCON Training and Consulting Services
- Leadership and Organization
- Reliability and Maintenance Assessments
- Planning and scheduling improvement
- Preventive Maintenance/Essential Care and Condition Monitoring
- Operator Essential Care
- Materials and Spare Parts Management
- Root Cause Problem Elimination
- Improving equipment data and technical database