

The Complete Course on Maintenance Planning and Scheduling Training

Description

Introduction:

The course covers the accuracy of time estimates, the level of detail in job plans, creating schedules, staging material and utilizing a CMMS. The Complete Course on Maintenance Planning and Scheduling features latest case studies, KPIs with sample calculations and successful outage management . This comprehensive training courses delivers the experience, advice, and know-how necessary to establish a world-class maintenance operation.

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The Outlines:

The Business Case for the Benefit of Planning (Why Do Planning?)

- Company Vision
- Why Improvement Is Needed in Maintenance
- What Planning Mainly Is and What It Is Mainly Not (e.g., Parts and Tools)
- Increase Your Workforce Without Hiring
- Case Study: The Practical Result of Planning
- Is Freed-Up Technicians
- “World Class” Wrench Time
- The Specific Benefit of Planning Calculated for Labor Only
- The Specific Benefit of Planning Calculated beyond Labor: The Ultimate Benefit
- Plant Staffing Level
- Why Does This Opportunity Exist?
- Quality and Productivity: Effectiveness and Efficiency
- Planning Mission
- Frustration with Planning

Planning Principles (What Makes Planning So Frustrating and What Makes It Work?)

- The Planning Vision: The Mission
- Principle 1: Separate Group

- Principle 2: Focus on Future Work
- Principle 3: Component Level Files Illustrations
- Principle 4: Estimates Based on Planner Expertise
- Principle 5: Recognize the Skill of the Crafts
- Principle 6: Measure Performance with Work Sampling

Scheduling Principles (Why Do We Have to Do Scheduling and What Makes It Work?)

- Why Maintenance Does Not Assign Enough Work
- Advance Scheduling Is an Allocation
- Principle 1: Plan for Lowest Required Skill Level Illustrations
- Principle 2: Schedules and Job Priorities Are Important Illustrations
- Case Study: New Supervisor
- Case Study: Honoring the Schedule
- Principle 3: Schedule from Forecast of Highest Skills Available
- Principle 4: Schedule for Every Work Hour Available
- Principle 5: Crew Leader Handles Current Day’s Work
- Principle 6: Measure Performance with Schedule Compliance

Success Only After Dealing with Reactive Maintenance

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- Proactive versus Reactive Maintenance
- Extensive versus Minimum Maintenance
- What Kind of Job Plan Is That!?!
- Case Studies Illustrating Actual Industry Successes :
- Case Study: Electric Utility
- Case Study: Chemical Plant
- Case Study: Food Processing
- Case Study: Facilities 1
- Case Study: Facilities 2
- Case Study: Paper Mill
- Case Study: Wastewater Treatment Plant

Basic Planning

- A Day in the Life of a Maintenance Planner Work Order System
- Planning Process
- Work Order Form
- Coding Work Orders
- Using and Making a Component Level File Scoping a Job
- Troubleshooting
- Performance Testing or Engineering
- Engineering Assistance or Reassignment
- Developing Planned Level of Detail, Sketching and Drawing
- Job Plan Template
- Estimating Work Hours and Job Duration
- Job Safety
- Estimating Job Cost

- Contracting Out Work
- Wastewater Treatment Industry Example

Advance Scheduling

- Weekly Scheduling
- Forecasting Work Hours
- Sorting Work Orders
- Allocating Work Orders
- Common Sense for Interruptible and Other Work
- Formal Weekly Schedule Meeting
- Staging Parts and Tools
- What to Stage
- Where to Stage
- Who Should Stage
- The Process of Staging

Daily Scheduling and Supervision

- A Day in the Life of a Maintenance Supervisor
- Assigning Names 273 Coordinating with the Operations Group
- Handing Out Work Orders
- During Each Day
- Avoiding Common Pitfalls That Wreck the Schedule

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Forms and Resources Overview

- Forms
- Resources
- Component Level Files—Minifiles
- Equipment History Files (Including System Files and Minifiles)
- Technical Files
- Attachment Files 308 Vendor Files
- Equipment Parts Lists
- Standard Plans
- Lube Oil Manual
- MSDS
- Plant Schematics
- Rotating or Critical Spares Program
- Security of Files

The Computer in Maintenance

- A Day in the Life of a Maintenance Planner (Using a CMMS)
- The Planner Must Use the CMMS Job Plan Module
- What Type of Computerization
- Software Already in Use
- Single User or Larger Network

- Creating versus Purchasing a Commercial CMMS
- Interfacing a CMMS with a Company Financial System
- Benefits with the CMMS
- Standardizing Work Processes Inventory Control
- Information for Metrics and Reports
- Finding Work Orders
- Linking Information to Equipment
- Common Database Scheduling
- PM Generation
- Problem Diagnosis and Root Cause Analysis Support
- Cautions with the CMMS
- Selection of a CMMS

How Planning Interacts with Preventive Maintenance, Predictive Maintenance, and Project Work

- Preventive Maintenance and Planning
- Project Work and Planning

Control (How Do We Control Planning Itself and What Are Associated KPIs for Planning and Overall Maintenance?)

- Key Process Indicators (KPIs)
- KPIs for Scheduling
- KPIs for Planning

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Shutdown, Turnaround, Overhaul, and Outage Management

- Different Types of Outages
- Accuracy of Task Estimates
- Cycle of Improvement: The Outage Report
- Controlling the Scope of Outages
- Elements of the Outage Organization
- Defining Outage Success

Start Planning

- What Is Maintenance Planning?
- Why Do Companies Need Maintenance Planning?
- WIIFM (What’s in It for Me?)

Planning Is Just One Tool; What Are the Other Tools Needed?

- Work Order System
- Leadership, Management, Communication, Teamwork
- Qualified Personnel
- Reliability Maintenance
- Improved Work Processes

What to Buy and Where

- Minifile Folders
- Minifile Labels
- Miscellaneous Office Supplies
- Equipment Tags
- Recommended Tag Sizes and Colors
- Wire to Hang Tags on Equipment Deficiency Tags
- Shop Ticket Holders
- Open Shelf Files
- CMMS

Overview of Duties for Planners and Others

- Maintenance Planner
- Maintenance Scheduler
- Maintenance Planning Clerk
- Operations Coordinator or Gatekeeper
- Maintenance Purchaser or Expediter
- Crew Supervisor
- Planning Supervisor
- Maintenance Manager
- Maintenance Planning
- Project Manager
- Maintenance Analyst

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Computerized Maintenance Management Systems and Scheduling with Excel Spreadsheets

- Planning Principles versus Using a CMMS
- Helpful Features for Planning and Scheduling
- Types of Projects
- Planning for a CMMS
- Ongoing Support
- Scheduling with Computer Spreadsheets
- The MPSH Scheduler Excel Spreadsheet

Establishing and Supporting a Planning Group

- Setting Up a Planning Group in a Traditional
- Redirecting or Fine-Tuning an Existing Planning Group
- Aids and Barriers Overview
- Major Areas of Planning Management
- Key Aids and Barriers
- Examples

Contracting Out Work

- Why Contract Out Work?

- Problems with Contracting Out Work
- Alternative Forms of Contracting Out Work
- Arbitration Considerations for Contracting Out Work
- Concise Text of Missions, Principles, and Guideline

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