



ME041: Maintenance Planning, Scheduling and Work Control

Training Description:

The maintenance of physical assets can no longer be treated just as a *'maintenance problem'*. The competitive environment in which business operates requires an approach that integrates the operational objectives of the business and the life-cycle objectives of the physical assets.

This intensive Maintenance Planning, Scheduling and Work Control training course is designed to provide management and staff with essential maintenance management skills, gain a clear understanding of their roles, and work more effectively within a team environment.

Participants will gain a practical and deep understanding and knowledge of:

- The essential principles of effective maintenance management
- Effective procedures for planning and controlling of the maintenance work flow
- Proven methodology for the development of an effective maintenance plan
- Effective scheduling of maintenance work
- Closing the management loop through effective measurement, reporting and analysis

Training Objectives:

By the end of the training, participants will be able to:

- ✓ Understand maintenance as a key business function
- ✓ Understand the objectives and purpose of pro-active failure management
- ✓ Learn how reliability influences not only plant output, but also improves health, safety and environmental performance, resource optimisation and cost improvement
- ✓ Identify planning and scheduling best practices and how these will contribute to work quality and reliability improvement
- ✓ Create and preserve forward work and use it for planning and scheduling resources
- ✓ Use suitable performance indicators and management reports to perform regular analysis of maintenance performance, control maintenance resources and costs, and drive continuous improvement

Training Designed for:

This course is intended for those personnel in the organization who are involved in, or dependent on, effective maintenance planning, scheduling and work control. These should include; Maintenance and Operations professionals, Maintenance Engineers and Supervisors, Maintenance Planners, Schedulers and Work Preparers, Key Operations Supervisors, CMMS Administrator or key users, Key Maintenance support assistants and other stakeholders in the Maintenance Function.

Training Requirement:

"Hand's on practical sessions, equipment and software will be applied during the course if required and as per the client's request."

Contents can be adapted to your specific wishes. It is therefore possible to focus on specific modules of the training course as per client's learning needs and objectives. Further, it should be forwarded to us a month prior to the course dates.

Training Program:

DAY ONE:

- ❖ PRE-TEST
- ❖ Introduction
- ❖ MODERN MAINTENANCE MANAGEMENT PRACTICE IN PERSPECTIVE
 - Maintenance in the Business Process
 - What does it look like
 - What it could look like
 - Evolution in Maintenance Management
 - Reactive vs. Proactive Maintenance
 - World-Class Maintenance Management
- ❖ Recap

DAY TWO:

- ❖ MAINTENANCE POLICIES AND LOGISTICS PLANNING
 - Equipment Classification and Identification
 - Document Identification and Classification
 - Maintenance Management Policies
 - Maintenance Work Prioritisation
 - Maintenance Logistics Planning
- ❖ Recap

DAY THREE:

- ❖ FAILURE MANAGEMENT PROGRAMME DEVELOPMENT
 - Failure Modes, Effects and Consequences (FMEA)
 - Failure Management Policies
 - Application of RCM in the Development of Failure Management Policies
 - Implementing Failure Management Policies
 - Corrective Maintenance Planning
 - Logistic Requirements Planning
- ❖ Recap

DAY FOUR:

- ❖ WORK SCHEDULING AND CONTROL
 - Development of Weekly Master Schedule
 - Determine Resource Availability
 - Determine Equipment Outage Requirement
 - Management of the Forward Workload (Backlog)
 - Weekly Master Schedule Implementation
- ❖ Recap

DAY FIVE:

- ❖ PERFORMANCE MEASUREMENT, MANAGEMENT REPORTING AND ANALYSIS
 - Information and Control
 - Management Levels and Information
 - Performance Indicators

- Workload Performance Indicators
 - Planning Performance Indicators
 - Effectiveness Performance Indicators
 - Cost Performance Indicators
 - Management Reports
- ❖ Course Conclusion
- ❖ POST-ASSESSMENT and EVALUATION

Training Methodology:

This interactive training course includes the following training methodologies as a percentage of the total tuition hours:

- 30% Lectures, Concepts, Role Play
- 70% Workshops & Work Presentations, Techniques, Based on Case Studies & Practical Exercises, Gamification, Software & General Discussions
- Pre and Post Test

Training Certificate(s):

CMCT Internationally recognized certificate(s) will be issued to each participant who completed the course.

Training Fees:

TBA as per the course location - This rate includes participant's manual, hand-outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Note: The 5% VAT (Value Added Tax), will be effective starting 01st of January 2018 as per the new regulation from the UAE Government. The VAT applies for all quotation both for local and abroad.

Training Timings:

Daily Timings:

07:45 - 08:00	Morning Coffee / Tea
08:00 - 10:00	First Session
10:00 - 10:20	Recess (Coffee/Tea/Snacks)
10:20 - 12:20	Second Session
12:20 - 13:00	Recess (Prayer Break & Lunch)
13:00 - 14:00	Last Session

For training registrations or in-house enquiries, please contact:

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