

Effective Maintenance Planning and Scheduling

Course objectives:

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

- Explain the challenges and objectives facing maintenance organizations today
- Demonstrate the importance of work order systems and use techniques for time estimations and priority assignments
- Prepare a preventive maintenance program
- Apply project management techniques to effectively manage major maintenance activities and shut downs
- Use capital budgeting techniques to evaluate maintenance capital expenditures
- Demonstrate understanding of how to maintain the optimal stock levels of spare parts to ensure operational continuity
- Prepare the right Key Performance Indicators (KPIs) s to evaluate and improve performance in maintenance

Course outline:

Objectives of maintenance

- Definition of maintenance and asset management
- Challenges and objectives of maintenance
- The modern maintenance strategy
- Maintenance windows
- Maintenance methods
- Types of maintenance
- Classification of roles in maintenance
- Customer service in maintenance

The Work Order System

- Purpose of the Work Order (WO) system
- Information collected on a WO
- Job estimating methods
- Prioritizing maintenance work orders

Preventive Maintenance (PM)

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- What is Preventive Maintenance
- The importance of implementing a PM program
- Establishing schedules
 - Breaking a facility into logical parts
 - Developing an equipment list
 - Developing equipment manuals
 - Setting up inventory
 - Understanding risks associated with a PM program

Planning and scheduling of major maintenance WOS and shutdowns

- The unique challenge of maintenance shutdowns
- Importance of a clear Work Order (WO) scope definition
- Work Breakdown Structure (WBS)
- Methods for building an effective maintenance database
- Critical Path Method (CPM)
- Work order crashing
- Resource scheduling and leveling

Planning and controlling maintenance materials

- Identification of inventory costs
- Considerations in inventory decisions
- How much to order: Economic Order Quantity (EOQ)
- When to order (setting min and max levels)

Controlling maintenance work

- Maintenance Key Performance Indicators (KPIs)
- Backlog indices
- Schedule compliance indices
- PM and emergency indices
- Generic maintenance indicators

The role of planning and scheduling in Performance Improvement

- Maintenance as a business process
- How scheduled maintenance can lock in waste and cost
- Drawing learning from recurring maintenance tasks
- Reviewing planned maintenance
- Dealing with the productivity challenge
- Refining maintenance policies
- Capturing learning from inspection work

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