Big Goals Deserve Big Results. Make It Happen With Marshall Institute.

Training Overview

This comprehensive 3-day, hands-on course, developed for both the new and seasoned planner, gives you all the tools you need to help you kick-start your Maintenance Planning and Scheduling system.

In our increasingly competitive marketplace, there is less tolerance for unplanned downtime. Industry is experiencing the pressure of rising costs, foreign competition, and the need to improve work force productivity. Companies must make productive use of all their resources — labor, material, capital — through best maintenance practices. Maintenance Planning and Scheduling has the greatest profit potential of any maintenance function — a “sure-fire” way to quickly improve maintenance performance and productivity.

Based on current maintenance trends and technologies and our vast expertise, we provide you with information and activities to better equip you to implement Planning and Scheduling. This interactive session includes information on how to build a winning partnership with production, a step-by-step implementation plan, and detailed information on the daily role of the planner. As always, we present real-world illustrations on the fundamentals of Maintenance Planning and Scheduling to help you increase productivity and lower overall costs — which means faster repairs, less downtime, and greater availability.

Planning and Scheduling is a “must have system” in high performance organizations. Experience shows that the “Best of the Best” do the basics very well. Let us help you become “Best of the Best.”

At this 3 - day seminar, you will learn...

- How to develop an effective business case for implementing or improving your planning and scheduling process
- The essential support systems for effective planning and scheduling and develop a plan for improving those systems
- The role of a planner/scheduler in an effective maintenance organization
- The value of an efficient Work Management Process Flow by process mapping your current system and analyzing the gaps
- How to identify work to be planned, and develop a Ranking Index for Maintenance Expense (RIME) priority system to assist personnel in ensuring work is being done in the proper order
- How to apply the fundamental concepts of an effective scheduling process
- The importance of proper work order closure and documentation to build good equipment history through complete and accurate data input
- How to improve performance by benchmarking and analyzing Key Performance Indicators
- High level concepts of project management for shutdowns and outages
- The importance of developing a partnership with production/operations, purchasing, engineering and other key stakeholders in the planning and scheduling process
- How to apply our proven step-by-step implementation process that combines field-tested change management techniques with a proven planning and scheduling process

Who Should Attend This Seminar?

You should attend if you...
- Typical Work Management Process Flow Model
- Perform Planning/Job Preparation Activities
- Schedule Maintenance Activities
- Manage Planner/Schedulers
- Supervise Maintenance Work Teams
- Purchase/Kit/Stage Parts for Maintenance
- Manage a Maintenance Group’s CMMS
- Interact with Daily/Weekly Maintenance Activities
- Are Responsible for Ensuring Productivity on Equipment

To improve the Maintenance and Reliability performance of your organization, contact

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Global Leaders in Maintenance & Reliability
MPS Seminar Content

Introduction to Maintenance Planning & Scheduling
What is World Class Maintenance? Maintenance as it relates to asset management New maintenance operating philosophies, concepts, and techniques

Support Systems
Support systems maintenance relies on to make planning & scheduling successful

Role of the Planner/Scheduler
Skills and traits of a good planner Allocation of a planner's time Where the planner fits into the organization's structure Duties of the planner/schedule

Work Management Process Flow
Process Mapping RACI Charting

Identify & Plan
Identification and Prioritization of Work Planning Work Orders

Schedule
Foundational Concepts of Scheduling Types and Categories of Schedules Influences on Scheduling Elements of a Planning and Scheduling Process Agreement Typical Constraints Placed on Scheduling Factors Impacting Personnel Availability Building the Schedule Scheduling Meetings

Execute & Closeout
Work Performance and Execution Closing Out a Work Order and Documentation

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Analyze
Maintenance Reporting Key Performance Indicators (KPIs) Backlog Management Benchmarking the Planning and Scheduling Process

Project Management for Shutdowns & Outages
The “Outage” Planner/Scheduler What is Project Management? Project Key Elements 4 Phases of Project Management

Partnerships
Shared responsibility Example roles and responsibilities of key stakeholders Building partnerships between key stakeholders

The Maintenance Planner’s Improvement Model
Continuous improvement tools and techniques 5 steps in the Maintenance Planner’s Improvement Model

Implementation
14 steps to implementing maintenance planning and scheduling

Special Features:
- Typical Work Management Process Flow Model
- Support Systems Checklist Packet
- Ranking Index for Maintenance Expense (RIME) Priority Tool
- Backlog Management Tool
- Work Prep Field Planning Workbook
- More Hands-on Activities
- Flash Drive with Tools & Forms
- Implementation Tool
- Post event E-Learning Lab