



Maintenance Planning and Scheduling

**6 Session
Live Online
Training Programme**



5 sessions over 2 weeks
18th, 19th, 25th, 26th, 27th May 2021
Plus follow up session 1 month later.

Optimising Asset Maintenance

A key role of maintenance is to deliver availability and reliability of the plant.

Production is planned and scheduled and to align to business needs, optimise costs and to get the most out of the assets maintenance needs to be too. In days of increasing business pressure, industry compliance and legislative compliance requirements an effective plant needs to integrate production and maintenance activities to maximise efficiency.

Maintenance also faces its own unique challenges regarding asset care and in the effective, efficient, and smart efforts of its workforces.

The course uses a "live online" format, delivered over 5 sessions. Sessions 1-5 are approximately 3 to 4 hours duration each.

Each session generates a task for the delegates associated to the material covered and asks them to consider and present their thoughts briefly at the beginning of the following session. Session 5 is devoted to Continuous Improvement as applied to the subjects discussed, delegates are asked to formulate ideas on how aspects of their role/activities could be improved and, using the information imparted to them, what that involves. They are asked to develop an outline of the improvement(s) and how they might be achieved. The first 5 sessions take place over 2 weeks with a 6th follow up session a month later to review and support progress.

Training Workshop



Course Title Drafting and Reviewing Asset Care Plans

Location: On line

Cost: £1150 + VAT per delegate, Second delegate from same company half price

Why attend?

To understand/appreciate:

- The difference between Planning & Scheduling
- Planning, scheduling and work controls within the maintenance management structure
- Planned maintenance as an integral activity in asset care
- Understanding failure and what planned maintenance can and cannot do
- The role of Maintenance Planning

Participants will learn how to

- Develop Planned Maintenance routines including Usage and information management
- Draft a maintenance schedule and measure success.
- Get planned work scheduled and done - liaison with Production

Who should attend?

The course is designed to meet the needs of maintenance professionals and change agents tasked with improving maintenance performance and value for money. These include:

- Maintenance Planners and deputies
- Maintenance Manager/supervisors and key leaders from each Maintenance craft
- Key Operations Supervisors
- CMMS Administrator or key users
- Change agents and engineering business sponsors

Session 1

- ▽ Introduction – The Maintenance function
 - Where are you now and where do you need to be?
- ▽ What is planning and scheduling?
- ▽ Typical Maintenance organizations
 - The role of planning and the Planner
 - The role of scheduling and the Scheduler
- ▽ The Planning and Scheduling Process
 - Variations within different organizations
- ▽ Practical workflows and their control

EXERCISE: Mapping and analysis of Planning and Scheduling Process and workflows (candidates take this away to consider and present at Session 2)

Session 2

- ▽ Review of Planning and Scheduling Mapping Exercise.
- ▽ Work Controls – making the process work
 - data capture
 - Asset registers
 - Functional locations
 - Additional equipment information needed by planners
- ▽ Understanding failure and what planned maintenance can and cannot do
- ▽ An appreciation of the source of Planned Maintenance activities
 - The How's and Why's of failure
 - Age and Non Age-related failure patterns
 - Maintenance Tactics - What can be done to address failure patterns

EXERCISE: Case study on failure patterns and maintenance tactics (candidates take this away to consider and present at Session 3)

Training Workshop



Session 3

- ▽ Review of Session 2 Case study
- ▽ Planned Maintenance routines
 - Objectives
 - Compilation and Formats
 - Usage and information management
- ▽ One off planned works
 - Job assessment
 - Information and materiel requirements
 - Scheduling and managing the work
 - Completion

EXERCISE: Case study on "one off planned task" (candidates take this away to consider and present at Session 4)

Session 4

- ▽ Review of Session 3 Case study
- ▽ Getting the Planned Work done
 - Understanding Production and Compliance requirements
 - Scheduling planned work
- ▽ Maintenance Management Systems
 - Long and short term forecasts
 - Opportunity maintenance
- ▽ Planning and scheduling Case study and interactive exercise

Session 5

- ▽ Continuous Improvement in Planning and scheduling
- ▽ Performance metrics.
- ▽ Applying knowledge gained
 - Where are you now?
 - Where do you need to be?
 - How are you going to get there?
 - How long will it take – where will you be in 12 months
 - Realistic target within 1/3/6/9 months
 - Making the case and gaining approval
 - Setting and agreeing milestones
 - Do it
- ▽ Course Review and feedback

Led by

The workshop will be led by Colin Sanders.

Colin served a Royal Air Force apprenticeship as an aircraft engineering technician. He progressed through trade (Licentiate of City & Guilds) and supervisory management development (MISM, management and instructor training) to become a senior maintenance and operations manager and planner.

As a practitioner Colin has supported maintenance improvement and change management programmes as a project manager, advisor, and facilitator. He has also developed and delivered training programmes

in support of a range of operational excellence projects. Colin's extensive experience has seen him advise and lead business process reengineering projects including the implementation of performance measurements to clarify operations and maintenance accountabilities and support the delivery of business improvement goals. Industry experience includes food and drink, manufacturing and processing, engineering, pharmaceuticals, aerospace, and fabrication. This has seen him work with a range of well respected and award winning companies such as BMW, Bombardier, The Ministry of Defence, Ikea, Johnson and Johnson, Fuji Biomass, Kepak Foods and Formica.



Training Workshop



<p>Course/Date/Venue</p> <p>Maintenance Planning and Scheduling</p> <p>6 Live Online Sessions</p> <p>18th, 19th, 25th, 26th, 27th May 2021 plus follow up session 1 month later.</p> <p>Timing</p> <p>9.00 to 13.00 All Sessions</p>	<p>Workshop Fees: £1150+VAT per delegate. Second delegate from same company half price.</p> <p>Full payment is required before places can be reserved. Cancellation charges apply.</p> <p>We regret that bookings cannot be accepted from consultants</p>																																										
<p>Complete and return this booking form to DAK Consulting, Chiltern House, 45 Station Road, Henley on Thames, RG9 1AT</p> <p>Or contact Karen Aston on Tel: +44(0)1491 845504 Karen.Aston@dakconsulting.co.uk</p> <p>Payment can be made by:</p> <ol style="list-style-type: none"> attaching a cheque made payable to "DAK Consulting" requesting us to invoice your company against purchase order number: _____ 	<table border="1"> <tr><td>Name</td><td></td></tr> <tr><td>Position</td><td></td></tr> <tr><td>Company</td><td></td></tr> <tr><td>Address</td><td></td></tr> <tr><td>Post Code</td><td></td></tr> <tr><td>Telephone</td><td></td></tr> <tr><td>Facsimile</td><td></td></tr> <tr><td>Email</td><td></td></tr> <tr><td></td><td></td></tr> </table>		Name		Position		Company		Address		Post Code		Telephone		Facsimile		Email																										
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