



## Maintenance Planning and Scheduling

**6 Session  
Live Online  
Training Programme**



*Week of ½ day sessions  
Plus ½ day 1 month later.*

## Delivering Availability and Reliability

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 get the most out of the assets. In days of increasing business pressure, industry compliance and legislative compliance requirements maintenance activities must be integrated with production to satisfy these needs, therefore it too must needs to be planned and scheduled.

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

The course uses a "live online" format, delivered over 5 sessions. Sessions 1-4 are approximately 34 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 course takes place over a week with a 6<sup>th</sup> follow up session a month later to review and support progress.

For more information and a copy of our prospectus please email [info@dakconsulting.co.uk](mailto:info@dakconsulting.co.uk) log onto our website at [www.dakacademy.com](http://www.dakacademy.com) or call +44 (0)1491 845504.

# Training Workshop



**Course Title** Drafting and Reviewing Asset Care Plans

**Location:** On line

**Cost:** £3800 + VAT for up to 10 delegates includes all course materials

## 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 - liaison with Production

## Who should attend?

The course is designed to meet the needs of maintenance professionals and change agents tasked with improving the maintenance 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 mechanical engineering technician. After serving his apprenticeship he progressed through trade (Licentiate of City & Guilds) and supervisory management development (MISM, management and instructor training) to become a senior operational manager and planner.

As a consultant Colin has supported maintenance improvement and change management programmes as a project manager, advisor, and facilitator in a range of operational excellence projects. He has extended his consultancy experience to include the application of business process reengineering and implementation of performance measurement to clarify operations and maintenance accountabilities and support the delivery of business improvement goals.

Industry experience includes food manufacturing and processing, engineering, medical supplies and steel fabrication. This has included working with well respected and award winning companies such as Glanbia, Kepak, Johnson and Johnson and AEA Technology.



# Training Workshop



<p><b>Course/Date/Venue</b></p> <p><b>Maintenance Planning and Scheduling</b></p> <p>5 Live Online Sessions over 1 week plus follow up session 1 month later.</p> <p><b>Timing</b> 9.00 to 13.00 All Sessions</p>	<p><b>Workshop Fees:</b> £3800+VAT</p> <p>Up to 10 delegates.</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 <b>DAK Consulting, Chiltern House, 45 Station Road, Henley on Thames, RG9 1AT</b> Or contact via info@dakconsulting.co.uk</p> <p><b>Payment</b> can be made by:</p> <ol style="list-style-type: none"> <li>attaching a cheque made payable to "DAK Consulting"</li> <li>requesting us to invoice your company against purchase order number: _____</li> </ol>	<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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