Introduction

Whether you are new to the field of maintenance planning or have extensive experience, this **maintenance planner training course** will significantly enhance your expertise and capabilities, essential for advancing in your career. Maintenance planning is a core element of **asset management**, but many organizations struggle with its proper implementation and fail to fully realize the benefits it offers.

By understanding the key processes of maintenance planning and scheduling, you will be able to identify skill gaps and organizational deficiencies, ensuring your role is aligned with effective maintenance practices. This course will provide you with the knowledge and skills to develop and implement robust maintenance plans, improve asset reliability, and optimize maintenance scheduling.

Defining Maintenance Planning and Scheduling – A Core Component of Asset Management

This course covers the foundational aspects of **maintenance planning** and **scheduling**, two critical components of asset management. You will explore the roles and responsibilities of the **maintenance planner** and **maintenance scheduler** within the context of operational excellence.

This module emphasizes the importance of formal training in **maintenance planning and scheduling**, particularly for those aspiring to gain a recognized certificate in the field. By understanding the principles of these roles, you will be better equipped to enhance your organization’s maintenance practices, leading to improved effectiveness and efficiency.

Targeted Groups

This course is designed for professionals involved in maintenance planning and management, including:

- **Planners**
- **Maintenance and Reliability Engineers**
- **Planning Engineers**
- **Maintenance Supervisors and Engineers**
- **Maintenance Team Leaders and Managers**
- **Operations Team Leaders and Managers**
- **Technical Support Staff**

Course Objectives

By the end of this **maintenance planning and scheduling** course, participants will be able to:

- Set up **master data** to support comprehensive maintenance planning.
- Develop and implement an effective **planned maintenance system**.
- Create **task plans** and procedures that align with safety, quality, and

efficiency standards.
- Procure **logistics** for the smooth execution of scheduled maintenance tasks.
- Develop a **building maintenance schedule** in consultation with stakeholders.
- Produce **performance indicator reports** to identify areas for improvement and drive continuous progress.

Targeted Competencies

After completing this course, participants will have the following competencies:

- Establishing an efficient **maintenance planning function**.
- Implementing an **object-based approach** to programmed maintenance development.
- Planning work with a focus on **safety**, **quality**, and **efficiency**.
- Scheduling maintenance tasks to ensure **operational continuity**.
- Bridging the gap between **operations** and the **maintenance schedule**.
- Generating **performance indicator reports** for continuous improvement.
- Identifying and addressing **equipment defects** through a structured process of detection, planning, and execution.

Course Content

Unit 1: The Building Blocks of a Modern Maintenance Management System

- The **asset healthcare model** and its role in maintenance.
- **Asset master data** and its importance in effective planning.
- **Organization master data** and aligning it with maintenance functions.
- **Maintenance logistics planning** for efficient operations.
- Practical exercises and discussions to reinforce learning.

Unit 2: Programmed Maintenance Development and Planning

- **Criticality grading** to prioritize maintenance tasks.
- Understanding **failure modes and effects analysis (FMEA)** in maintenance.
- **Programmed task selection criteria** and tools for effective planning.
- Using **CMMS task plans** and creating **work orders**.
- Developing **corrective maintenance task procedures**.
- Practical exercises and discussions to apply learned concepts.

Unit 3: Work Management

- The **work management process model** and its application.
- Reporting and managing **defects** and maintenance notifications.
- Controlling the **backlog** and ensuring timely task execution.
- **Capacity planning** and **resourcing** for efficient work management.
- Scheduling work in consensus with stakeholders.
- Practical exercises and discussions to deepen understanding.

Unit 4: Shutdown and Turnaround Management

- **Network planning** and **critical path scheduling** for shutdowns and turnarounds.
- Developing a **resource profile** and its importance in scheduling.
- **Resource leveling** and balancing to optimize schedules.
- Tracking and controlling **shutdown and turnaround progress**.
- Practical exercises and discussions to apply advanced scheduling techniques.

Unit 5: Performance Management

- Setting up **performance indicators** and **data sources**.
- Managing **work management performance indicators** for continuous monitoring.
- Measuring **asset maintenance effectiveness** and **cost control**.
- Setting **planning performance indicators** to guide improvement.
- Practical exercises and discussions for hands-on learning.

This course equips you with the tools and techniques to optimize **maintenance planning** and **scheduling** within your organization, ensuring a more effective, efficient, and reliable asset management system.