



Maintenance Planning & Scheduling

This development course is available in both virtual and in-person, instructor-led formats, it is a two- and one-half day course providing the fundamentals required for any successful maintenance program. TPS knows one of the worse things for any facility is equipment downtime.

Description:

In the ever increasingly competitive marketplace, the Maintenance Department is routinely asked to keep equipment running longer, with fewer failures and at lower operating costs. The maintenance planning and scheduling functions are critical components to make your maintenance program run more profitably given these new expectations.

Course Outline:

Day One – Topics

Classroom Introductions and Establishing Seminar Goals

Why Maintenance is Critical to Organizational Success

Safety Compliance Issues: Dealing with OSHA and MSHA

Elements of the Maintenance Planning & Scheduling Process:

1. The Concept of Critical Equipment
2. Maintenance Planning Principles
3. Maintenance Scheduling Principles

Work Order Detail:

1. The Walk Down Process
2. Developing Minimum Information Criteria
3. Work Approval Process & Validation



4. Categorizing Work Requests
5. Work Request Approval

Creating a Detailed Job Plan

1. Safety First: PPE and other safety requirements
2. Gathering Required Information
3. Downtime Requirements & Details
4. Planned work order listing
 - a. Detailed job plans for high priority work orders
 - b. Identifying required tools/skillsets/labor hours
 - c. Contractor requirements, as necessary
 - d. Coordinating shutdown requirements
 - e. Current production schedule constraints
5. Maintenance Metrics & Capturing Continuous Improvement Information
6. Exercise: In-House Labor vs. the Use of Outside Contractors – Pros & Cons
7. Time Motion Analysis & the Leverage of Planning
8. Exercise: Process Analysis - How to Increase Staff Productivity

Day Two - Topics

The Planner/Scheduler Tool Kit:

1. Elements of Root Cause Analysis (RCA)
2. Applying the “How-Can” Tool
3. The Ishikawa (Fishbone) Diagram
4. Root Cause Analysis Data Collection Forms
5. The 5S Lean Management Tool
6. Use of Visual Controls
7. What Happened? How? Why?
8. How to do Cause/Effect Charting for RCPE
9. Implementation Action Steps
10. Controlling Inventory Repair Parts Costs

The Maintenance-Operations Planning Meeting:



TRANSFORMATIONAL
PERFORMANCE SOLUTIONS



1. Facility-Wide Inputs; Gather your Subject Matter Experts
2. Prioritizing Critical Equipment
3. Equipment Availability
4. Labor Utilization
5. Final Maintenance Schedule Recommendation

Using Metrics & Establishing Key Performance Indicators (KPIs)

The Application of Computer-Based Maintenance Management System (CMMS); or Not

Marketing the Facilities Maintenance Department

What's Available in Mobile Technology

Review of Seminar Goals and Addressing Remaining Questions