



Facility and Manufacturing Asset Management

"Generating Results from the Boiler Room to the Boardroom"

Specializing in Maintenance Training and Consulting

MAINTENANCE PLANNING AND SCHEDULING

MAINTENANCE PLANNING AND SCHEDULING is a 3-day program designed to raise the competence level of participants in the areas of maintenance planning and scheduling, material procurement, estimating and work measurement, small project management, and communicative skills.

You will be involved in group discussions, role playing, several hands-on exercises, and Q & A sessions designed to support the above objective. Topics will range from the philosophical, such as discussions on how to convince non-maintenance "customers" to cooperate with a Maintenance Management Program, to the practical, such as how to effectively utilize the maintenance craftsman. There will be a heavy emphasis on work order control, planning techniques, and scheduling - daily, weekly, and small project.

YOU SHOULD ATTEND IF YOU ARE:

Facility Manager ♦ Maintenance Manager
Maintenance Supervisor ♦ Maintenance Foreman
Maintenance Planner/Scheduler ♦ Project Manager
Maintenance Engineer

EXPECTED RETURN ON INVESTMENT:

- ♦ Lower Labor Costs
- ♦ Reduce Repair Parts Costs
- ♦ Improve Work Quality
- ♦ Lower Technician Induced Failures
- ♦ Raise Technician Induced Failures
- ♦ Raise Technician Efficiency
- ♦ Raise Morale and Pride
- ♦ Lower Life Cycle Costs to Maintain
- ♦ Convert Organization from *Reactive* to *Proactive* Maintenance

BUDGET WOES??? CAN'T TRAVEL???

Let us bring our services directly to you:

- ♦ On-site courses for all our standard topics
- ♦ Customized courses developed around your organization's specific issues
- ♦ Variable course hours, weekends, and off-shift schedules are available

"Good mix of practical knowledge mixed with actual examples."

John Powell, Maintenance Manager

San Francisco Public Utilities Company

"Great ideas and discussions. Mike clearly instructed Maintenance Planning and Scheduling principles."

*Jason Klich, Maintenance Supervisor
NIPSCO*

COURSE STRUCTURE

DAY 1

- ♦ Overview of Best in Class Maintenance Practices
- ♦ Organizational Structures
- ♦ Supply and Parts Systems
- ♦ Asset History and Data Management
- ♦ Preventive and Predictive Techniques
- ♦ Backlog Management
- ♦ Job Descriptions
- ♦ Performance Measurements

DAY 2

- ♦ Classroom Planning Exercise
- ♦ Components of Good Plans
- ♦ Time Estimating
- ♦ Work Order Coding and Management
- ♦ Developing Job Steps
- ♦ Developing Part and Equipment Lists
- ♦ In the Field Planning Exercise

DAY 3

- ♦ Work Schedule and Assignment Philosophy
- ♦ Craft Assignments Based on Work Types
- ♦ Daily, Weekly, and Monthly Scheduling Techniques
- ♦ Work Scheduling Exercises

"His programs really make you think of ways to improve your productivity."

*Matt Lang, Shift Supervisor,
Washington Metro Area Transit Authority*