



Shutdown Management and Planning

One or Two days

This course focuses on everything from advanced planning and budget development, detailed planning and scheduling of shutdown tasks, accountability and task assignment, resource allocation and task assignments, after action reporting and analysis, and the key steps needed to prepare for the next shutdown.

The Shutdown Management and Planning course is an on-site program and can be taught in several lengths depending on the needs, objectives, and requirements of your organization.

Who should attend: Managers, Supervisors, Lead People, and anyone who is directly involved in shutdown process.

1. Long-Range Planning and Forecasting
 - a) Capital forecasting
 - b) Major maintenance and repair
2. Work Planning
 - a) Draft work planning
 - b) Detailed component planning
3. Work Scheduling and Critical Timing
 - a) Gantt charts and critical paths
4. Conflict Resolution
 - a) Assignment of priorities
 - b) Final shutdown schedule
5. Resource Allocation – Labor and Equipment
 - a) Equipment requirements
 - b) Labor scheduling
6. Contractor Management
 - a) Scope of work
 - b) Contracts and bidding
 - c) Contractor deliverables
7. Shutdown Critique
 - a) Successes
 - b) Failures
 - c) Adjustments for the next shutdown