

Call 1-877-978-7246



EFFECTIVE MAINTENANCE PLANNING & SCHEDULING

Reduce Maintenance Costs by Better Planning
with Your Existing Workforce

This Course Teaches Students to Alleviate Potential
Downtime Through Scheduled Maintenance Downtime,
Minimizing Facility Disruption



- Reserve your space now either online or by calling us at 1-877-978-7246!
- Check us out online at live.tpctraining.com for a complete list of all virtual and in-person seminars.
- This seminar is also available for Virtual or In-Person Private Group Training

“

The instructor and material
were spot on. Intelligent
and informative”

— Eric G., Maintenance
Mechanic

Learning Objectives:

- Measuring work performance to identify areas for change
- Developing priority systems
- Effectively managing, planning and scheduling emergencies
- Controlling backlog
- Understanding and applying maintenance metrics to increase plant efficiency
- Using critical path methods for maintenance
- Analyzing the maintenance work process flow
- Using proven principles and metrics for better planning and scheduling



SEMINAR OVERVIEW

We know that one of the worst things for any facility is equipment downtime. In an ever increasingly competitive marketplace, the maintenance department is routinely asked to keep equipment running longer, with fewer failures and at lower costs. The maintenance planning and scheduling functions are critical components to make any maintenance program run with the new expectations. This 2-day training course provides the fundamentals of maintenance planning and scheduling required for any successful maintenance program.

WHAT YOU WILL TAKE HOME

- A laminated, full-color TPC Training Reference Guide detailing all the “mustknow” information covered in the class. Keep this with you while on the job for immediate knowledge recall.
- Comprehensive classroom materials
- A Personalized Training Certificate with 0.8 TPC Training Continuing Education Units for each day attended, 1.6 for both days.
- All the information you need from asking our instructors specific questions about your own unique equipment or facility.

CONTINUING EDUCATION

Upon completion of this seminar, the student will receive a Certification of Completion and .8 TPC Training CEUs per day attended. Most employers and many government agencies accept TPC Training CEUs to fulfill their continuing education requirements. If the student needs CEUs to renew a state license, please contact us at 303-867-5039 to ensure the state licensing board has approved the seminar. If we are currently not approved by your state licensing board, we are happy to begin the process as long as we receive your request at least one month before the training date.

DISCUSSION 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

- The Concept of Critical Equipment
- Maintenance Planning Principles
- Maintenance Scheduling Principles

Work Order Detail

- The Walk Down Process
- Developing Minimum Information Criteria
- Work Approval Process & Validation
- Categorizing Work Requests
- Work Request Approval

Creating a Detailed Job Plan

- Safety First: PPE and other safety requirements
- Gathering Required Information
- Downtime Requirements & Details
- Planned work order listing
- Detailed job plans for high priority work orders
- Identifying required tools/skillsets/labor hours

- Contractor requirements, as necessary
- Coordinating shutdown requirements
- Current production schedule constraints
- Maintenance Metrics & Capturing Continuous Improvement Information
- Exercise: In-House Labor vs. the Use of Outside Contractors – Pros & Cons

Time Motion Analysis & the Leverage of Planning

- Exercise: Process Analysis - How to Increase Staff Productivity

The Planner/Scheduler Tool Kit:

- Elements of Root Cause Analysis (RCA)
 - Applying the “5-Why?” Tool
 - The Ishikawa (Fishbone) Diagram
 - Root Cause Analysis Data Collection Forms
- The 5-S Lean Management Tool
- Use of Visual Controls
- What Happened? How? Why?
- How to do Cause/Effect Charting for RCA
- Implementation Action Steps

Controlling Inventory Repair Parts Costs

The Maintenance-Operations Planning Meeting:

- Facility-Wide Inputs; Gather your Subject Matter Experts
- Prioritizing Critical Equipment
- Equipment Availability
- Labor Utilization
- 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

And More!

JOIN OUR CLASSROOM SEMINARS FROM VIRTUALLY ANYWHERE

Our virtual instructor-led training option allows students to connect to a live classroom seminar via a web link, with the ability to participate full in the classroom dialogue, exercises, and Q&A. Online participants get all the benefits of the full classroom experience, plus the convenience of remote access.

Features include

- Two full days of live, interactive instruction from a TPC Training instructor
- All classroom materials in PDF format
- Certificate of completion for 16 hours of live training
- Full technical support to ensure your online experience is a rewarding one

SEMINAR FEE & AGENDA

This 2-day course is just \$1195 (Earn 1.6 CEUs)

7:30 am	Registration
8:00 am	Class Begins
12:00 - 1:00 pm	Lunch (on your own)
4:30 pm	Class Ends

NO RISK REGISTRATION & MONEY-BACK GUARANTEE

You can reserve your space in the class at any time and cancel without penalty. Cancellations made more than 14 days prior to the seminar may be refunded or rescheduled. Cancellations made within 14 days may be rescheduled for any future topic and/or date. If you're not satisfied with the course, we'll promptly refund your payment.

BRING THE TRAINING TO YOUR FACILITY VIRTUALLY OR IN-PERSON

Every public seminar class in our Course Catalog can be conducted virtually or on-site at your facility, with the same expert instructors. To arrange an in-person private group training, call or email us at virtual@tpctraining.com.

Some Advantages of In-Person Private Group Training

- Cost Savings — Save time and travel costs by keeping workers on-site
- Customized Content — Tailor the seminar to your facility and equipment
- Flexibility — Accommodate multiple shifts and different start and end times



“...it was very relevant to my job.”

— Brian H., Maintenance Supervisor