

PLANNER MAINTENANCE PRACTICES



OUR ACCREDITATION & PARTNERS



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OVERALL DESCRIPTION:

The maintenance planner is the critical link between operational demands and asset reliability, a role that directly influences a company's financial performance and safety record. This course is designed for professionals who are ready to move beyond a purely administrative function and become a proactive leader in asset management. We will equip you with the advanced techniques, tools, and mindset to optimize planning processes, reduce costs, and become an indispensable driver of your organization's success.

Course Objectives:

Upon completion of this course, participants will have the knowledge and skills to:

- Define the strategic role of the maintenance planner and its direct correlation to organizational goals.
- Develop comprehensive and effective work packages that minimize downtime and improve wrench time.
- Master the use of a Computerized Maintenance Management System (CMMS) to manage backlogs and track performance with precision.
- Implement a robust planning and scheduling workflow that improves communication and coordination across teams.
- Utilize key performance indicators (KPIs) to measure planning effectiveness and identify opportunities for continuous improvement.

Course Outline:

The Strategic Planner

- The Value Proposition of Maintenance Planning
- Defining the Planner's Role and Responsibilities
- Collaboration and Communication with Operations and Maintenance Technicians



Course Outline:

Building the Perfect Work Package

- Scope of Work, Safety, and Permitting
- Materials, Tools, and Equipment Identification
- Developing Detailed Step-by-Step Procedures and Task Duration Estimates

Masterful Scheduling & Backlog Management

- Prioritization and Work Order Triage
- Best Practices for Backlog Management and Reduction
- The 1-4-10 Scheduling Rule: A Practical Approach

Leveraging Technology

- Maximizing CMMS/EAM Functionality
- Work Order Lifecycle Management
- Data Integrity and Reporting

Performance and Continuous Improvement

- Key Planning and Scheduling Metrics (Wrench Time, Schedule Compliance, etc.)
- Root Cause Analysis (RCA) Fundamentals for Recurring Failures
- Building a Culture of Continuous Improvement

WHO SHOULD ATTEND?

This course is essential for Maintenance Planners and Schedulers, Maintenance Supervisors, Team Leaders, and anyone responsible for improving asset reliability and operational efficiency. It's designed for professionals who want to transition from a task-focused role to a strategic contributor within their organization.

Course Methodology:

We utilize a variety of proven adult learning techniques to ensure maximum understanding, comprehension and retention of the information presented. This training course will be conducted as a highly interactive workshop session. A variety of training methodologies will be used Before and during the course whenever applicable. Some of these methods are gamification, online pre-post test, role plays, self-assessment instruments, group exercises & case studies.