

Houston Business Roundtable
MAINTENANCE PLANNER TRAINING

Tuesday, February 28, 2012 – Wednesday, February 29, 2012

8:00 a.m. – 4:00 p.m.

HBR Office (8031 Airport Blvd. Suite 118)

Industrial Planning

A two-day intensive training workshop designed to develop the primary skills required too effectively plan, document, communicate, and critique maintenance job plans. This workshop is designed for the role of maintenance planner; each step of the planning process is covered in detail. Real world examples are used in case study's that demonstrate the methods and techniques that will improve the accuracy and improve the implementation of the plan in the work phase. The participants practice the techniques and methods, completing practice exercises in the classroom and reviewing results.

After successfully completing the three-day workshop a participant will have a comprehensive understanding of all aspects of planning and will have demonstrated their understanding and ability to utilize methods and concepts by completing practice exercises that enforce the training. The material covered in this workshop will apply to daily maintenance planning, turnaround planning, and project planning.

The workshop focus's on the following major elements:

- The Value of the Maintenance Operations Work Process
- Role of the Planner in the Work Process
- Planning basics (simple to advanced planning methods)
- Planning concepts (methods that yield standardization and consistency)
- Applying Critical Path Methods and Tools to planning
- Developing plans that are appropriate for the work environment
- Creating, critique, and archiving of plans (Best Practice)
- Planner Performance Measurements
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Who should attend?

While the workshop is designed for planners and scheduler it is recommended for Maintenance and Operations leaders that have the responsibility to implement a Maintenance and Operations Work Process, this including managers, superintendents, supervisors, and team leaders. This workshop will provide the Maintenance and Operations leader with a working level knowledge of the planning process and provide insight to methods and tools needed to develop a world class Maintenance and Operations Work Process.

Attached: Two day agenda

Workshop Outline: Two 8- Hour Sessions

Module	Topics	Time
Role of Planner in the Work Process	<ul style="list-style-type: none">• An overview of a basic maintenance work process and the impact to the Planner• Key job responsibilities, outputs, and tasks<ul style="list-style-type: none">• Production• Planner• Material Coordinator• Scheduler	Day 1 2-Hours

Module	Topics	Time
Basics of Planning	<ul style="list-style-type: none"> • Definitions • Requirements for effective maintenance planning • Pre-Planning <ul style="list-style-type: none"> • Initial analysis • Requester/Planner job scope agreement • Requester checklist • Job scope attributes • Field review (job site visit) • Planning <ul style="list-style-type: none"> • Planner checklist • Planner work sheet • Material and equipment work sheet • Determine methods • Identify job constraints • Identify Crafts • Identify equipment and tools • Identify materials • Estimate duration • Develop a job plan summary • Job Plan summary attributes 	Day 1 4-Hours
Planning Concepts	<ul style="list-style-type: none"> • Teamwork implementation guidelines for Craftsmen and Planners • Planning elements: logic, resources, time, and methods • Inter-dependency of logic, resources, time, and methods • Introduction to computer-based planning 	Day 1 2-Hours
Applying CPM Tools and Methods	<ul style="list-style-type: none"> • CPM terminology and definitions • MWP and CPM components (planning, resource management, and scheduling) • Developing logic for computer-based planning applications • Gantt / PERT methods • Applying CPM tools and methods to develop job plans that optimize logic, resources, time, and methods 	Day 2 3-Hours
Work Environment	<ul style="list-style-type: none"> • Phases of work • Preliminary Work Activities • Plant/Equipment Shutdown Activities • Work Activities • Plant/Equipment Start-up Activities • Post Work Activities • Constraints <ul style="list-style-type: none"> • Hard, Soft, Environmental & Production 	Day 2 3-Hours
Creating, Critique, and Archiving Plans	<ul style="list-style-type: none"> • Using computer planning tools to create and archive plans • Strategy to maximize Planner productivity • Developing plans that help optimize resource management 	Day 2 1-Hours
Performance Measurement	<ul style="list-style-type: none"> • Key performance indicators - Performance Model, Performance Matrix 	Day 2 1-Hours

