



Your productivity experts.

# Planning & Scheduling

## Work Management Processes for Maintenance Seminar

**productivity + availability = higher profitability**

### Two-Day Best Practices Seminar to Benefit the Following Industries:

- Aerospace
- Automotive Manufacturing
- Mining and Earth Moving
- Food and Beverage
- General Manufacturing
- Forest Products
- Municipal Facilities and Utilities
- Transit and Fleet
- Petrochemical
- Pharmaceuticals
- Power Generation
- Process Manufacturing
- Primary Metals
- Pulp and Paper
- Rubber and Plastic
- Textile
- Hospitals/Healthcare Facilities
- Colleges/Universities/Campuses
- Facilities Organizations

### Need to improve maintenance performance?

Effective planning and scheduling is one of the quickest and most effective return on investment strategies that your organization can utilize to increase productivity and availability, which in turn yields higher profitability. In just two days, you can begin to put into practice proven processes to streamline your maintenance performance. See immediate results.

### You should attend if you:

- Plan maintenance activities
- Coordinate production activities
- Manage or supervise maintenance personnel
- Schedule maintenance work
- Manage planner schedulers
- Administer the CMMS
- Are a stakeholder in maintenance activities
- Purchase or store maintenance parts/materials
- Are responsible for equipment availability

**\$995** per person  
**All materials included.**

To register, visit [www.PeopleandProcesses.com](http://www.PeopleandProcesses.com) or call (843) 814-3795. This program is available as a public or private course.

### Learn how to:

- ✓ Increase equipment availability and reliability
- ✓ Drive improved site safety
- ✓ Significantly improve maintenance effectiveness
- ✓ Break the reactive cycle with proactive planning and scheduling
- ✓ Develop and implement efficient work management processes
- ✓ Capture the knowledge of your current workforce to help train new workers
- ✓ Drive maintenance quality with precision activities

**100%  
Guarantee**

After one day, if you are dissatisfied with the seminar, you are entitled to a full refund. See the registration page for details.

## Expect More:

Your registration fee includes comprehensive course materials with valuable content developed specifically for this two-day course along with additional course handouts and exercises. You will learn from an instructor with a real-world background that is coupled with extensive training and coaching experience

to help ensure your success. In addition, you will earn 1.4 CEU's (Continuing Education Units) from the University of North Florida on your successful completion of the course. The CEU is the nationally recognized standard unit of credit earned from participating in qualified programs, including this one, in a non-credit environment.

## Two-Day Course Outline

<b>Maintenance Fundamentals</b> <ul style="list-style-type: none"> <li>- Maintenance Definition</li> <li>- Objectives of Maintenance</li> <li>- Changing traditional Maintenance Thinking</li> <li>- The Maintenance Management Process</li> <li>- Reducing Operating Risk</li> </ul>	<b>Material Procurement and Delivery</b> <ul style="list-style-type: none"> <li>- Purchasing Information</li> <li>- The Bill of Materials</li> <li>- Zero Stock</li> <li>- Material Descriptions</li> <li>- Part Staging and Kitting</li> <li>- Cool Control</li> <li>- The Reservations System</li> <li>- Storeroom Processes</li> </ul>	<b>A Day in the Life</b> <ul style="list-style-type: none"> <li>- Scoping the job</li> <li>- Researching the work</li> <li>- Creating the Job Plan</li> <li>- Levels of Details</li> <li>- Establishing the Library</li> <li>- Analytical Work Costing</li> <li>- Setting the Standards</li> <li>- Estimating the Labor</li> <li>- Precision Practices</li> <li>- The Feedback Loop</li> </ul>
<b>Planning and Scheduling Orientation</b> <ul style="list-style-type: none"> <li>- Planning Definition</li> <li>- Scheduling Definition</li> <li>- A System to Deliver the Right Actions</li> <li>- Strategic Purpose of Planning and Scheduling</li> <li>- The Return on Investment (ROI)</li> </ul>	<b>Planning Systems</b> <ul style="list-style-type: none"> <li>- Work Requests and Work Orders</li> <li>- Work Order progression</li> <li>- The Equipment Hierarchy</li> <li>- Work Types</li> <li>- Setting Priorities</li> <li>- Work Order Status</li> </ul>	<b>Maintenance Planning – A Business Process</b> <ul style="list-style-type: none"> <li>- The Role of the Maintenance Planner</li> <li>- What Role does Supervision Play?</li> <li>- The Planner Profile</li> <li>- The Work Management Process</li> <li>- Planning Horizons</li> </ul>
<b>Performance Measurement and Metrics</b> <ul style="list-style-type: none"> <li>- Maintenance Metrics</li> <li>- Planning Measures</li> <li>- Schedule Compliance</li> <li>- Additional Measurement Activities</li> </ul>	<b>Equipment Health Considerations</b> <ul style="list-style-type: none"> <li>- Essential Elements</li> <li>- The Condition-Based Approach</li> <li>- Scheduled Restoration or Discard</li> <li>- Failure Finding</li> <li>- Program Development Considerations</li> <li>- Implementation</li> <li>- The Maintenance Task Procedure</li> </ul>	<b>Maintenance Scheduling</b> <ul style="list-style-type: none"> <li>- The Different Scheduling Approaches</li> <li>- Developing the Scheduling Process</li> <li>- Principles for Scheduling</li> <li>- The Weekly Scheduling Meeting</li> <li>- What about the Daily Scheduling Meeting?</li> <li>- Setting the Available Effort</li> <li>- Work Leveling</li> <li>- The Short and Long Term Views</li> <li>- Creating the Partnership</li> <li>- Communications</li> <li>- Breaks in the Schedule</li> <li>- Work Order Completion and Closeout</li> </ul>
<b>Backlog Management</b> <ul style="list-style-type: none"> <li>- What is Backlog?</li> <li>- Management Practices</li> <li>- Reporting and Control</li> </ul>	<b>Shutdowns and Turnarounds</b> <ul style="list-style-type: none"> <li>- The Differences in Approach</li> <li>- Concepts and Practices</li> <li>- Shutdown Cycles</li> <li>- Critical Path Methods</li> <li>- Estimating</li> </ul>	

## Rave Reviews:

“Great Course! Enjoyed the experiences of the instructors and other classmates. This course should be offered more often and on-site refreshers or “crash” courses for upper management at plants. Material was delivered in a clear and concise manner. Thank you both for treating the class attendees like adults and with respect. True subject matter experts without the arrogant attitudes. Hope to attend other courses that may apply to my professional growth. Thanks again.”

– M. G., *Maintenance Planner Program Manager*



## Five ways to register:

**WWW:** [PeopleandProcesses.com/schedule.php](http://PeopleandProcesses.com/schedule.php)

**EMAIL:** [info@PeopleandProcesses.com](mailto:info@PeopleandProcesses.com)

**CALL:** Tammi Pickett at (843) 814-3795

**FAX:** (866) 637-9437

### MAIL YOUR REGISTRATION FORM:

People and Processes Inc.  
PO Box 460 Yulee, FL 32041-0460

### Confirmation of Course Attendance

We will contact you via phone or email to confirm the receipt of your registration materials. If we have not confirmed receipt of your registration within a timely fashion, please contact Tammi Pickett at (843) 814-3795 to make sure we have received it. We do our best but please do not assume that fax, email, or postal mail deliveries as examples are flawless.

### Our Guarantee

We guarantee overall quality with a 100% money-back guarantee on the course fee. If you're not totally satisfied for any reason, simply withdraw before the second day of any class. Notify the instructor and return all course materials and you will receive a 100% refund of the course fee.

### Continuing Education Credits (CEUs)

Once you have successfully completed this course, you will be rewarded 1.4 CEUs from the University of North Florida Division of Continuing Education.

### Cancellations/ Refunds

Please view our policy online at [www.peopleandprocesses.com/education/cancellation\\_policy.php](http://www.peopleandprocesses.com/education/cancellation_policy.php)

**Let us bring this or other educational programs to you! To arrange a private, on-site course, Call Tammi Pickett at (843) 814-3795.**

# Planning & Scheduling

## Work Management Processes for Maintenance Seminar



**\$995**  
per person

This two-day, best practices course is proven to help improve performance and reduce costs. In very little time, this seminar can pay for itself.

**One low fee for both days – materials included.**

## Register Now

Please duplicate this form for multiple registrations.

For upcoming course dates and locations, visit [PeopleandProcesses.com/schedule.php](http://PeopleandProcesses.com/schedule.php) or call (843) 814-3795.

**Yes**, I would like to attend **Planning & Scheduling Work**

**Management Processes for Maintenance on** \_\_\_\_\_

Name #1 \_\_\_\_\_

Title \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

Name #2 \_\_\_\_\_

Title \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Province \_\_\_\_\_ Country \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Approving Manager \_\_\_\_\_

Title \_\_\_\_\_

### Method of Payment

Payment Enclosed  This confirms my phone/fax registration

P.O. Enclosed  Check enclosed

Visa  Mastercard  AMEX Expiration date \_\_\_\_\_

Card number \_\_\_\_\_

Signature \_\_\_\_\_



Your productivity experts.

People and Processes is an education and consulting services firm. We measure our success by our client's results. Our passion for achieving results drives our firm. At first look, top-level firms such as ours may seem similar. The resumes, presentations, and fees don't seem to be very different.

They can be very different to work with. Since we measure our success on your results, we believe in partnerships with our clients. We are comfortable recommending actions that may not be popular with management. At the same time, we work with your people at all levels to get the job done right. It's about your success.

#### **Other People and Processes Seminars**

Maintenance and Reliability for Managers four part series  
Skills for Maintenance Leadership and Supervision  
Maintenance and Reliability Management Principles  
Strategic Maintenance and Reliability Improvement  
Maintaining Equipment Health with PM, PdM, & CBM  
Storeroom and Spare Parts Management Foundations

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