



Reliability Academy

PS100: Implementing Maintenance Planning & Scheduling

World-class, fully online training course that will teach your staff how to increase maintenance productivity through effective planning & scheduling and increase your workforce by 35% without hiring more people.



www.reliabilityacademy.com

This accredited course makes maintenance planning & scheduling training suddenly more accessible and more affordable than ever before:

→ 100% online. Take the course anywhere, anytime

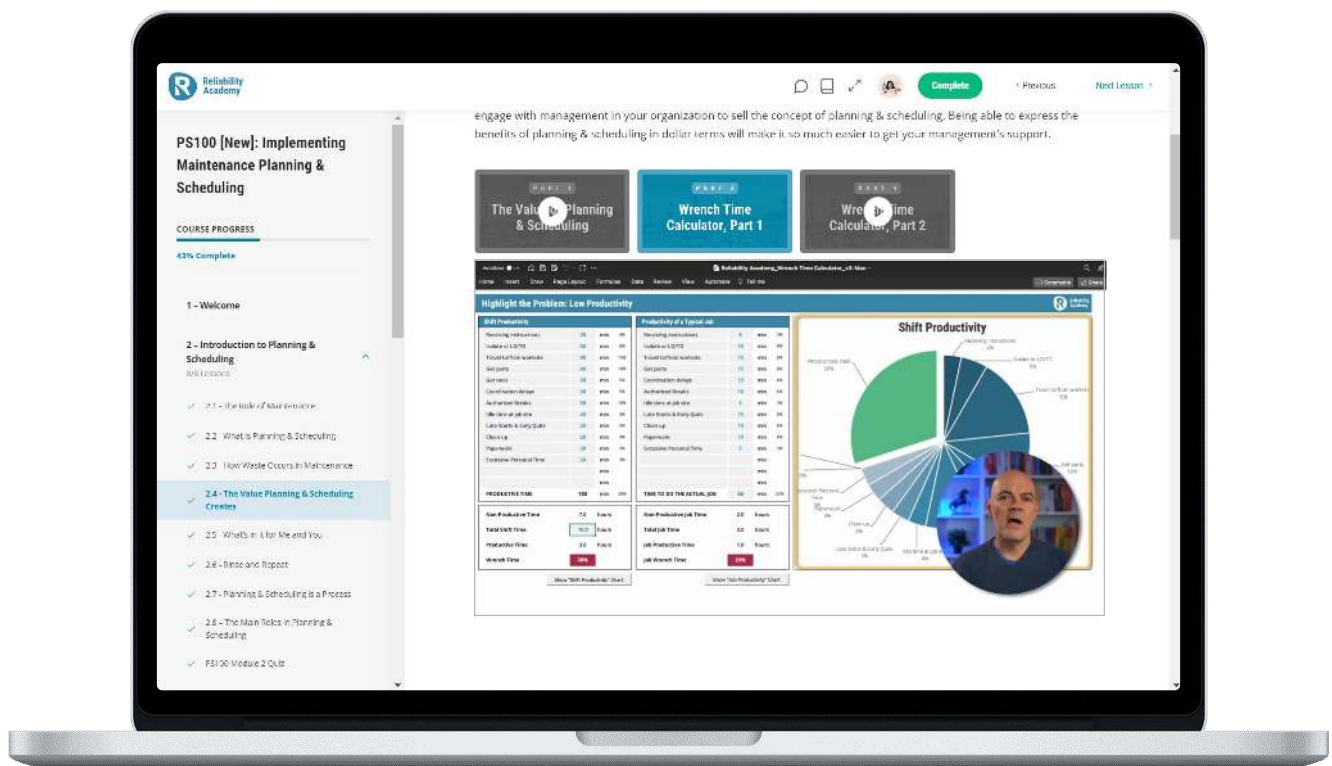
Because this course is 100% online, with all content delivered through pre-recorded video lectures housed in a state-of-the-art, web-based learning management system you can truly take this course anywhere in the world, any time of the day. Even on your mobile as you take the bus to work. All you need is an internet connection and a web browser.

→ Complete with proven framework for implementation

To ensure you succeed where many have failed in the past I will be teaching you a proven and comprehensive framework for implementing maintenance planning & scheduling. I want you not just to enjoy this course, I want you to get a real return on your investment!

→ Lifetime access

Traditional maintenance planning and scheduling training programs are typically 3 to 5 days live workshops. But with this online training course, you will have lifetime access to all the tools, resources, training materials, and the implementation framework. That means you can go back to any lesson to review them at any time.



A state-of-the-art learning management system

To successfully deliver an online training course you need to get many things in place including fantastic content, a great online environment, and world class support:

→ **High quality and up-to-date content with International Accreditation**

The content of this course is well-proven, has been derived from decades of real industry experience, is fully aligned with industry practice. The course and its content was accredited by the Society of Maintenance & Reliability Professionals (SMRP) and grants credits towards your CMRP recertification.

→ **Online discussion forum of other maintenance practitioners**

Our learning management system has a built in online discussion forum. Ask any question on Maintenance Planning & Scheduling and get answers from your Course Director and other maintenance practitioners from around the globe.

→ **World class support**

The course has dedicated support staff in place and the forum is professionally moderated to ensure a safe and welcoming environment. If something isn't working the way it should, then simply email out support team to get it fixed for you.

This course is perfect for...

→ **New Planners or Schedulers**

Who were never formally trained in the role and want to fast-track their learning.

→ **Veteran Planners or Schedulers**

Who have been in the role for a long time but know that their team can perform better in implementing Maintenance Planning & Scheduling.

→ **Maintenance Technicians**

Who want to work as planners but lack the necessary knowledge and training to advance in their careers.

→ **Maintenance Managers and Supervisors**

Who want to improve their team's productivity, efficiency, and morale by creating a more proactive culture in their organisation.

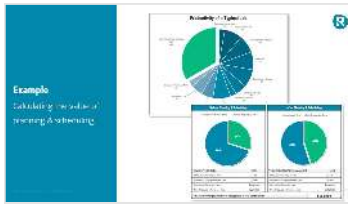
PS100 Course Aim

After completing this course, you will fully understand the planning & scheduling process and be able to implement or improve planning & scheduling in your organisation so that you can boost your team's productivity and begin the journey on the Road to Reliability.

Course Objectives

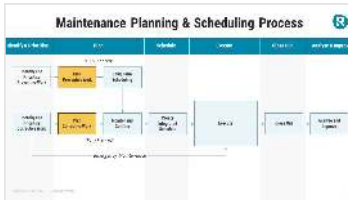
1. Understand the value maintenance planning & scheduling creates. And the non-monetary benefit it brings so that you can effectively 'sell' planning & scheduling to your leadership and colleagues.
2. Understand the planning & scheduling process and the key roles of the Planner, Scheduler, and Supervisor so that you can develop an effective and efficient process for your organisation.
3. Learn how to prioritise work requests more objectively so that you can reduce break-in work, better manage your backlog, and protect your Frozen Weekly Schedule.
4. Understand the importance of the maintenance planning principles, how to best plan maintenance work, and the competencies required to plan work so that you get the full value from the Planner role.
5. Learn how to develop a Frozen Weekly Schedule with Ready-to-Execute work and track the right scheduling metrics so that you effectively increase your maintenance workforce without hiring anyone.
6. Learn how to manage your maintenance backlog effectively so that you can regain control over all the outstanding work in your CMMS and avoid nasty surprises.
7. Drive continuous improvement using our recommended suite of metrics and the natural feedback loops in the planning & scheduling process so that your performance improves, and you find the time for more proactive practices.
8. Learn how to implement or significantly improve a planning & scheduling process using our proven Implementation Framework so that you escape the vicious cycle of reactive maintenance once and for all, and don't slip back even when key personnel move on.

What we'll cover in the course and what you'll learn



How to get support from your top management

Learn how to build a business case for implementing planning & scheduling in your business and how to sell this to your leadership. This includes how to estimate the value planning & scheduling can bring to your organisation using the a Wrench Time Calculator.



The key elements in the Planning & Scheduling Process

Discover the key elements of the planning & scheduling process, and see how they interact with each other to create an effective and working process. This includes developing a planning & scheduling business process flow for your organization.

The Main Roles in the Planning & Scheduling Process		
Business Head	Management	Management
Establishes the strategic objectives and the business plan for the company. Establishes the company's mission, vision, and values. Establishes the company's strategic goals and objectives. Establishes the company's strategic initiatives and projects. Establishes the company's strategic resources and capabilities. Establishes the company's strategic risks and opportunities.	Establishes the company's strategic objectives and the business plan for the company. Establishes the company's mission, vision, and values. Establishes the company's strategic goals and objectives. Establishes the company's strategic initiatives and projects. Establishes the company's strategic resources and capabilities. Establishes the company's strategic risks and opportunities.	Establishes the company's strategic objectives and the business plan for the company. Establishes the company's mission, vision, and values. Establishes the company's strategic goals and objectives. Establishes the company's strategic initiatives and projects. Establishes the company's strategic resources and capabilities. Establishes the company's strategic risks and opportunities.

The key roles in the Planning & Scheduling Process

You will learn the roles and responsibilities of the planner, the scheduler, and the supervisor. And you will understand how each role contributes differently to an effective and efficient maintenance process.



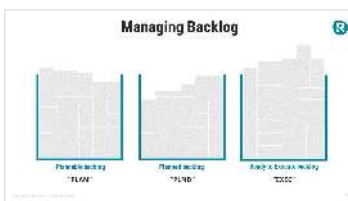
How to objectively prioritise your work orders

You will learn the importance of work prioritization and several, more objective methodologies. Including the Ranking Index for Maintenance Expense (RIME) priority system and using a Risk Assessment Matrix (RAM).



How to deal with emergency maintenance

Learn how to deal with emergency maintenance work so that you don't lose control and slip back into a reactive work environment. Without properly handling emergency maintenance, you will find yourself dealing with high maintenance costs and poorly planned work.



How to effectively manage and reduce your backlog

You will learn how to effectively manage your maintenance backlog including what categories of backlog you should use, how much backlog you should have, and how to monitor your backlog. We'll introduce concepts like Ready Backlog and Execute Backlog.



How to implement maintenance planning & scheduling

Use our proven implementation framework to ensure your planning & scheduling efforts are sustainable and well implemented. You will also learn the project management and change management principles you need to address to ensure the success of your implementation.

And much, much more ... from setting quality standards for work requests, to the most important planning & scheduling KPIs and how to calculate them, to how to deal with emergent work during the execution phase.

Course Structure

Module 1: Welcome to the course

We'll cover course objectives, go into the details of exactly what you'll learn, and how we will work together. In addition I'll give an introduction to the online learning management system. And introduce you to our support staff and where and how to ask for help.

Module 2: Introduction to Planning & Scheduling

After a brief exploration of the role of maintenance in asset-intensive industries, we'll explore why we need planning & scheduling. We'll cover the increase in productivity and what that means for the bottom line of your business.

Module 3: Identify & prioritise work

Module 3 is all about how maintenance work is initiated and prioritised. Creating quality work requests and prioritising them properly is critical to your success. Fail to get this right, and you'll not get out of the reactive maintenance mode.

Module 4: Plan work

Module 4 is all about maintenance planning, why it is important and the 6 principles that underpin a sound maintenance planning process. We'll talk quite a lot about roles & responsibilities because this is where many organisations go wrong.

Module 5: Monitor work

Module 5 is all about making sure work is 'Ready to Execute'. We will address a step in the planning & scheduling process that is often overlooked, but it's key to your success. We will also discuss how to best manage backlog.

Module 6: Schedule work

Module 6 tackles scheduling and we'll talk about why planning on its own is not enough to really increase your productivity. We'll explore the 6 scheduling principles and how to create and manage a Weekly Schedule.

Module 7: Execute work

Module 7 is all about executing the maintenance work that has been planned and scheduled. This is the core of the process and a lot of what we do in planning & scheduling is to drive efficiency in this part of the process.

Module 8: Close out work

Module 8 covers the close-out of work. The secret to successful planning & scheduling is a continuous improvement loop and that relies on the proper close-out of work and high-quality feedback.

Module 9: Review & Improve

Module 9 is all about making things better and better or in other words: Continuous improvement and how to build that into your business and your work processes. We'll talk about KPIs, lean practices like GEMBA and process ownership.

Module 10: Implementing Planning & Scheduling

Module 10 is where this course is different from all the other planning & scheduling courses out there. In this Module I will give you a tried and tested process to successfully implement planning & scheduling in your organisation.

Course Resources

In addition to the course lessons, you will also have access to a variety of unique tools, templates, charts, frameworks, and other resources that you can use to make implementation easier. These resources include but are not limited to:

- | | |
|---|--|
| 1. The Wrench Time Calculator | 9. Implementation Guide |
| 2. RIME Chart for Corrective Maintenance Prioritisation | 10. Planning & Scheduling Manual |
| 3. RAM for Corrective Maintenance Prioritisation | 11. As Is - To Be Workshop Guidance Document |
| 4. Maintenance Planning Chart - 9 Steps to a Fully Planned Work Order | 12. Project Charter Template |
| 5. 5M Maintenance Planning Model | 13. Project Plan & Milestone Schedule Template |
| 6. The Planning & Scheduling Process Flowchart | 14. Project Review Presentation Templates |
| 7. Work Order Planning Forms | 15. Maintenance Planning and Scheduling GEMBA Walk |
| 8. Job Plan Feedback Forms | 16. And many more! |

Meet your teacher



Hi, I am **Erik Hupjé**, founder of the Reliability Academy and I will be your course director. I have over 20 years' experience in asset management, and specifically managing maintenance & reliability. And during those years I've worked in the Netherlands, the United Kingdom, the Philippines, the Sultanate of Oman and Australia.

My passion is for continuous improvement and keeping things simple. Through the Reliability Academy, I help Maintenance & Reliability professionals around the globe – people like yourself – improve their plant's reliability and their organisation's bottom line.

I am a Certified Maintenance & Reliability Practitioner (CMRP), Certified Reliability Leader (CRL) and a Chartered Professional Engineer (CPEng).

What students say about the course

"Worth every single penny"

An excellent course worth every single penny. I wholeheartedly recommend it to all practitioners, beginners and mature maintenance or operations managers alike, as everyone can benefit from it.



Andrej Androjna

Quantum Consulting
Slovenia

"A breath of fresh air"

"... his newly created Maintenance and Scheduling course was a breath of fresh air...The content he provides is very comprehensive and easy to understand. One of the most useful chapters is how to implement the program, a topic often missing in many courses and trainings...I highly recommend it to any person or company endeavouring to advance their company's maintenance efficiency and productivity."



Martijn Hadders

Manager Global Maintenance & Asset Management
Henkel, The Netherlands

Some of our existing clients include:



PS100: Implementing Maintenance Planning & Scheduling

📖 10 Modules 📅 48 Lessons 📄 Final Exam 🏆 Certificate

After completing this course, you will fully understand the planning & scheduling process and be able to implement or improve planning & scheduling in your organisation so that you can boost your team's productivity and begin the journey on the road to reliability.



We also offer the following variations of this course:

PS200 – Maintenance Planning & Scheduling

📖 9 Modules 📅 48 Lessons
📄 Final Exam 🏆 Certificate

After completing this course, you will fully understand the planning & scheduling process and be able to effectively carry out your role as a planner, scheduler, or supervisor so that you can support your team to boost their productivity and begin the journey on the road to reliability.

PS300 – Maintenance Planning & Scheduling for Managers

📖 9 Modules 📅 41 Lessons
📄 Final Exam 🏆 Certificate

The Maintenance Planning & Scheduling for Managers Course (PS300) is a condensed version of the PS100 course.

This course consists of 16 video lessons that tackle all the key concepts around maintenance planning & scheduling that a manager needs to understand so he/she can effectively lead an implementation and/or drive continuous improvement.

Coming soon

PS400 – Maintenance Planning & Scheduling for the Frontline

📖 10 Modules 📅 48 Lessons
📄 Final Exam 🏆 Certificate

The Maintenance Planning & Scheduling for the Frontline Course (PS400) is a condensed version of the PS200 course.

This course consists of 15 video lessons that tackle everything a frontline operator or maintenance technician needs to know and understand about maintenance planning & scheduling to effectively support the process and execute their role in it.

Coming soon

Corporate solution

If you are looking to improve maintenance productivity in your organisation whether at a single site or at multiple sites across the country, or even across multiple countries – we can help. That's exactly what our implementation framework has been setup to achieve.

Group Training

This is the best option if you want to train your team and improve your maintenance productivity through planning & scheduling with limited external support. Our group training packages offer:

- **Volume based group discount**
- **Private webinars just for your team**
- **Flexible combination of course variations to tailor to you needs**

Tool Time Accelerator™

The Tool Time Accelerator is a Done-With-You solution where we train your team using our online courses, help you set up an implementation project and then coach your team for a period of 12 months to ensure the implementation is successful. We will have regular coaching calls plus formal Project Reviews.

Licensing Option

We also offer a licensing option where you can take our course and rebrand it to match your company branding and then host it in your own Learning Management System (LMS). Ideal for larger corporates who want to train larger groups of employees over time.

[Schedule a call](#) to discuss which option meet your needs the best:

Find out more or book your training at:
<https://reliabilityacademy.com/training/planning-scheduling/ps100-implementing-planning-scheduling>

This training is delivered by

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ABN 96624299672

Implementing Maintenance Planning & Scheduling Course Outline

Module	Lesson	Video Duration	Assignment	Effort
Module 1 – Welcome	No individual lessons	-	-	-
	Expected effort to complete Module			Approx 30 min
Module 2 – Introduction to Planning & Scheduling	2.1 – The Role of Maintenance	10:31	-	2 hrs 15 min
	2.2 – What is Planning & Scheduling	23:23	Yes	1 hrs 30 min
	2.3 – How Waste Occurs in Maintenance	14:05	-	45min
	2.4 – The Value Planning & Scheduling Creates	32:29	Yes	3hrs 30min
	2.5 – What's in it for Me and You	09:49	Yes	2hrs 15min
	2.6 – Rinse and Repeat	05:25	Yes	3hrs 15min
	2.7 – Planning & Scheduling is a Process	22:46	-	45min
	2.8 – The Main Roles in Planning & Scheduling	06:09	-	30min
	Expected effort to complete Module		2 hrs of video	Approx 15 hrs total effort
Module 3 – Identify & Prioritise Work	3.1 – Creating Quality Work Requests	10:37	Yes	3hrs 30min
	3.2 – Prioritisation of Work Requests	22:01	-	1hrs 15min
	3.3 – Daily Screening & Approval	11:40	Yes	2hrs 15min
	3.4 – Metrics for Identify & Prioritise	09:33	Yes	2hrs 45min
	Expected effort to complete Module		1 hrs of video	Approx 10 hrs total effort

Implementing Maintenance Planning & Scheduling Course Outline

Module	Lesson	Video Duration	Assignment	Effort
Module 4 – Plan Work	4.1 – What is Maintenance Planning	18:16	-	2hrs
	4.2 – Principles of Maintenance Planning	18:39	Yes	1hrs 45min
	4.3 – Planning a Work Order	30:10	Yes	1hrs 15min
	4.4 – Meet Your Maintenance Planner	21:54	-	45min
	4.5 – A Day in the Life of a Maintenance Planner	20:05	-	45min
	4.6 – Common Planning Mistakes to Avoid	14:23	-	45min
	4.7 – Maintenance Planning Metrics	12:25	-	30 min
	Expected effort to complete Module	2 hrs of video	Approx 10 hrs total effort	
Module 5 – Monitor Work	5.1 – Ready for Execution	08:25	-	30min
	5.2 – Managing Backlog	15:58	Yes	45 min
	5.3 – Backlog Reports and Metrics	16:06	-	30min
	Expected effort to complete Module	40 min of video	Approx 3 hrs total effort	
Module 6 – Schedule Work	6.1 – Why Bother with Scheduling	06:23	-	3hrs 30min
	6.2 – Scheduling Principles	28:53	Yes	1hrs 15min
	6.3 – Developing the Weekly Schedule	27:55	-	2hrs 15min
	6.4 – The Long-Term Schedule	07:07	-	2hrs 45min
	6.5 – Scheduling as a Continuous Process	10:21	-	2hrs 45min
	6.6 – Scheduling Metrics	19:23	-	2hrs 45min
	Expected effort to complete Module	2 hrs of video	Approx 10 hrs total effort	

Implementing Maintenance Planning & Scheduling Course Outline

Module	Lesson	Video Duration	Assignment	Effort
Module 7 – Execute Work	7.1 – Managing Execution	24:48	-	45min
	7.2 – Quality in Maintenance	19:32	-	1hr 30min
	7.3 – Emergent Work	06:42	-	30min
	7.4 – Emergency Maintenance	08:05	-	30min
	Expected effort to complete Module		1 hrs of video	Approx 3 hrs total effort
Module 8 – Close Out Work	8.1 – Value of Close Out	09:29	-	30min
	8.2 – Capturing Job History	08:43	Yes	30min
	8.3 – Feedback to the Planner	09:19	-	30min
	8.4 – Close Out Metrics	05:03	-	30min
	Expected effort to complete Module		30 min of video	Approx 2 hrs total effort
Module 9 – Improve	9.1 – Continuous Improvement	09:28	-	30min
	9.2 – Reviewing Performance	28:49	-	30min
	9.3 – GEMBA Walks	14:19	-	1hr 30min
	9.4 – The Process Audit	14:01	Yes	3hrs 30min
	9.5 – Reviewing Productivity	22:46	-	2hrs 15min
	Expected effort to complete Module		2 hrs of video	Approx 9 hrs total effort

Implementing Maintenance Planning & Scheduling Course Outline

Module	Lesson	Video Duration	Assignment	Effort
Module 10 – Implementing Planning & Scheduling	10.1 – This Is A Change Management Project	37:46	-	2hrs 30min
	10.2 – Phase 1: Set Up for Success	24:28	Yes	2hrs
	10.3 – Phase 2: Define Your End State	18:36	-	1hrs 30min
	10.4 – Phase 3: Develop Your Process & Systems	20:12	-	2hrs
	10.5 – Phase 4: Implement	26:46	-	1hr 45min
	10.6 – Phase 5: Project Close Out	11:52	-	1hr
	10.7 – Phase 6: Sustain	8:28	-	1hr
	Expected effort to complete Module	2.5 hrs of video	Approx 12 hrs total effort	