BLACKBIRD FOR TRAINING

Maintenance Planning & Scheduling Essentials



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Introduction

Effective maintenance planning and scheduling are essential for improving asset performance, reducing unplanned downtime, and increasing overall operational efficiency.
Without structured planning, maintenance operations often become reactive, costly, and inefficient.

This hands-on course is designed to equip maintenance professionals with practical tools, proven techniques, and a structured approach to develop proactive maintenance strategies.
Participants will learn how to organize resources, improve work execution, and build a sustainable maintenance culture within their organizations.

Course Objectives

By the end of this course, participants will be able to:

- Understand the core principles and benefits of structured, proactive maintenance planning.
- Develop and implement clear, effective maintenance plans and schedules.
- Coordinate work orders, spare parts, and workforce resources efficiently.
- Analyze key maintenance performance indicators and refine existing strategies.
- Improve collaboration between maintenance, operations, and procurement teams.

Course Outlines

Day 1: Fundamentals of Maintenance Planning and Management

- Types of maintenance: corrective, preventive, and predictive.
- Roles and responsibilities of a maintenance planner.
- Comparing reactive and planned maintenance.
- Introduction to digital maintenance systems and asset data management.

Day 2: Planning Procedures and Work Order Management

- Step-by-step development of comprehensive maintenance plans.
- Creating clear and actionable work orders.
- Prioritizing tasks and managing work backlogs.
- Estimating task duration and planning labor requirements.



Day 3: Scheduling Techniques and Resource Optimization

- Building daily and weekly maintenance schedules.
- Coordinating with operations and procurement for smooth execution.
- Managing emergency and unplanned maintenance tasks.
- Tools for scheduling timelines, spreadsheets, digital systems.

Day 4:Reliability, Risk Management, and Root Cause Analysis

- Applying RCA Root Cause Analysis and FMEA Failure Modes and Effects Analysis.
- Evaluating asset criticality and failure risk.
- Leveraging historical data to improve preventive maintenance.
- Reducing repair time and increasing asset uptime.

Day 5: Maintenance Performance and Continuous Improvement

- Measuring effectiveness through key performance indicators KPIs.
- Evaluating the cost-effectiveness of maintenance strategies.
- Building clear reports and maintenance dashboards.
- Applying lean principles and continuous improvement Kaizen.

Why Attend this Course: Wins & Losses!

- Gain practical skills and knowledge that can be applied immediately.
- Learn how to reduce downtime, improve reliability, and increase schedule compliance.
- Ideal for maintenance planners, engineers, supervisors, and technicians shifting from reactive to proactive practices.
- Enhance your professional value and contribute to your organization’s success with efficient maintenance operations.

Conclusion

No matter your industry—manufacturing, energy, oil and gas, infrastructure—structured maintenance planning is essential for controlling costs and achieving operational excellence.

This course will empower you with the tools, insights, and methods to move from reactive maintenance chaos to a disciplined, performance-driven maintenance environment.

Join us and start transforming your maintenance function into a high-impact, value-adding operation.

