

Maintenance, Planning, Scheduling & Control

*Accra (Ghana)*

*9 - 20 March 2026*

UK Traininig

**PARTNER**



## Maintenance, Planning, Scheduling & Control

Code: OG28 From: 9 - 20 March 2026 City: Accra (Ghana) Fees: 6800 Pound

### Introduction

Effective maintenance planning, scheduling, and control are crucial to ensuring the sustainability and efficiency of operations in any organization. The Maintenance Planning, Scheduling, and Control course is designed to equip participants with the latest concepts and techniques needed to organize and manage maintenance activities efficiently and accurately.

This course begins with an introduction to the objectives of maintenance and its evolution, followed by a review of work order systems and task prioritization. It then covers the implementation of preventive maintenance, the creation of appropriate programs, and scheduling. Key topics such as resource management and equipment life cycle costs are also discussed, along with material planning and workplace safety. The course concludes with an emphasis on the control of maintenance operations through performance measurement and the use of effective Key Performance Indicators KPIs.

The course's ultimate goal is to enhance the efficiency and performance of the maintenance department and ensure that maintenance is executed systematically, effectively, and safely.

### Course Objectives

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

- Apply the latest concepts and techniques for effectively planning, scheduling, and controlling maintenance activities.
- Manage routine, corrective, and large-scale preventive maintenance tasks.
- Review critical operational requirements for successful maintenance planning and control.
- Use appropriate Key Performance Indicators KPIs for measuring and evaluating the performance of the maintenance department.
- Understand various maintenance strategies and develop effective maintenance plans according to the organization's needs.

### Course Outlines

#### Day 1: Objectives of Maintenance

- What Is Maintenance? - A comprehensive definition of maintenance and its importance in operational sustainability.
- Evolution of Maintenance - How maintenance strategies have evolved over time.
- Challenges Facing Maintenance - Common challenges in maintenance management and ways to overcome them.
- Types of Maintenance - A detailed overview of different maintenance strategies, such as corrective, preventive, and predictive maintenance.
- Classification of Roles in Maintenance - Roles and responsibilities of individuals within a maintenance team.



- Customer Service in Maintenance - The importance of delivering high-quality maintenance service and its impact on customer satisfaction.

## Day 2: The Work Order System

- Purpose of the Work Order System - Understanding the key functions of a work order system in managing maintenance tasks.
- Information Collected on a Work Order - What information should be gathered and recorded during the maintenance process?
- Job Estimating Methods - Approaches to estimating the time and resources required to complete maintenance tasks.
- Prioritizing Maintenance Work - How to prioritize tasks effectively, balancing routine and urgent maintenance needs.

## Day 3-4: Preventive Maintenance PM

- Understanding Preventive Maintenance PM - The importance of preventive maintenance in reducing downtime and prolonging equipment lifespan.
- Implementing a PM Program - How to create and implement an effective preventive maintenance program.
- Establishing Scheduling for Preventive Maintenance - Developing a systematic approach for scheduling preventive maintenance tasks.
- Breaking a Facility into Logical Parts - How to segment a facility for better organization and easier maintenance management.
- Developing Equipment Lists - Creating and maintaining a list of all equipment requiring preventive maintenance.
- Writing PMs Preventive Maintenance Tasks - How to create detailed and effective preventive maintenance task descriptions.
- Developing Equipment Manuals - The role of comprehensive equipment manuals in maintenance planning.
- Setting Up Inventory - How to organize and manage an inventory of spare parts and materials.

## Day 5: Planning and Scheduling Major Maintenance WOs and Shutdowns

- Planning and Scheduling - Techniques for planning and scheduling major maintenance work orders and shutdowns.
- Work Breakdown Structure WBS - Breaking down major maintenance tasks into manageable components.
- Critical Path Method CPM - Using the Critical Path Method to ensure that all tasks are completed on time and resources are optimized.

## Day 6: Resource Scheduling and Leveling, Life Cycle Cost of Equipment

- Capital Budgeting - Understanding how to allocate financial resources for maintenance and equipment management.
- Accounting Rate of Return ARR - Applying the ARR method to assess maintenance-related investments.
- Payback Method - Using the payback method to evaluate the profitability of maintenance investments.
- Net Present Value NPV - Calculating the NPV of maintenance projects to determine their financial feasibility.
- Replacement Analysis of Equipment - Conducting a cost-benefit analysis for replacing aging or obsolete equipment.





## Day 7: Planning and Controlling Maintenance Materials

- Inventory Costs - Managing inventory costs related to maintenance supplies and parts.
- Considerations in Inventory Decisions - Factors to consider when making decisions about ordering and stocking maintenance materials.
- Economic Order Quantity EOQ - Using the EOQ formula to determine the optimal order quantity for inventory management.
- Total Material Cost - Calculating and managing the overall cost of maintenance materials.
- When to Order - Determining the best time to order materials based on usage patterns and inventory levels.

## Day 8: Safety in Maintenance

- Myths About Safety - Debunking common misconceptions about safety in maintenance operations.
- Accidents and Injuries - Understanding the common causes of accidents and injuries in the maintenance process.
- Unsafe Acts and Unsafe Conditions - Identifying unsafe practices and conditions that can lead to accidents.
- Cost of Accidents - Estimating the direct and indirect costs of accidents and their impact on operations.
- Safety Audits - How to conduct safety audits to ensure that the workplace is compliant with safety standards and regulations.

## Day 9-10: Controlling Maintenance Work

- Measuring Performance - Using performance metrics to assess the effectiveness of maintenance operations.
- Sources of Data - Identifying sources of data and how to use this data for decision-making.
- Backlog Indices - Managing maintenance backlogs and how to address pending tasks.
- Schedule Compliance - Ensuring maintenance tasks are completed within the scheduled timeframes.
- PM and Emergency Indices - Measuring the effectiveness of both preventive maintenance and emergency maintenance tasks.
- Productivity Indicators - Key indicators used to measure the productivity of maintenance teams.

## Why Attend This Course: Wins & Losses!

The Maintenance Planning, Scheduling, and Control course is an ideal opportunity for professionals looking to improve their skills in maintenance management and achieve superior operational performance. Here's why you should attend:

- Enhance Maintenance Efficiency: Learn how to apply advanced maintenance planning and scheduling techniques to reduce downtime and improve equipment reliability.
- Improve Productivity & Reduce Costs: Understand how to effectively manage resources and optimize inventory, leading to better cost control and improved performance.
- Boost Safety: Gain insight into safety management practices that will help reduce workplace accidents and improve overall safety in maintenance operations.
- Develop Leadership Skills: Equip yourself with the tools needed to lead maintenance teams, make strategic decisions, and drive continuous improvement in the department.
- Utilize Key Performance Indicators KPIs: Learn how to measure maintenance performance using relevant KPIs, which will guide you in achieving operational goals.

## Conclusion



The Maintenance Planning, Scheduling, and Control course is an essential training program for anyone involved in managing or overseeing maintenance operations. By mastering the latest strategies and techniques for maintenance plan, scheduling, and control, you will be able to ensure the reliability and efficiency of your organization's assets. This course provides the skills you need to optimize maintenance workflows, reduce costs, improve safety, and boost performance.

Join us today to enhance your expertise in maintenance management and take your career to the next level.

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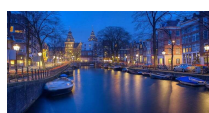
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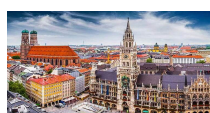
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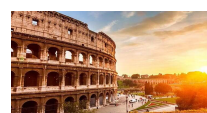
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