Maintenance Planning, Scheduling, and Work Control

21 – 25 June 2027
Cape Town (South Africa)



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Ref: 3255731_349693 **Date:** 21 – 25 June 2027 **Location:** Cape Town (South Africa) **Fees:** 4200 GBP

Introduction

The Maintenance Planning, Scheduling, and Work Control course is essential for professionals working in operations and maintenance environments, especially in organizations that depend on assets, equipment, and technical systems to ensure operational continuity and performance efficiency. Successful maintenance is not only about executing technical tasks. It also depends on effective planning, accurate scheduling, resource availability, work order follow-up, and control over the execution process.

This course focuses on building a practical and connected understanding of the maintenance work management cycle. It starts with receiving and analyzing work requests, then moves into planning labor, materials, tools, spare parts, and required resources. It then covers maintenance scheduling, priority coordination, execution follow-up, performance measurement, and continuous improvement.

The course is structured over one week in a logical sequence. It begins with the fundamentals of maintenance planning and work control, then moves into maintenance plans and work orders, maintenance scheduling and resource management, execution follow-up, and finally performance indicators and continuous improvement. The content is aligned with the provided topic: Maintenance Planning, Scheduling, and Work Control.

Course Objectives

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

- Understand the role of maintenance planning and scheduling in improving operational efficiency and asset continuity.
- Differentiate between preventive, corrective, and predictive maintenance work.
- Analyze work requests and prioritize them based on operational impact and risk.
- Prepare clear maintenance plans that include scope of work, resources, duration, and required materials.
- Organize work orders in a way that supports execution, follow-up, and performance measurement.
- Build practical maintenance schedules that consider resource availability, equipment needs, and operational requirements.
- Coordinate maintenance work with operations teams, stores, and contractors.
- Monitor executed work and control adherence to the plan and schedule.
- Identify causes of delays or repeated failures and address them systematically.
- Use performance indicators to measure planning, scheduling, and execution effectiveness.
- Improve the use of labor, spare parts, tools, and available maintenance time.
- Develop practical procedures for continuous improvement in maintenance work management.



Course Outlines

Day 1: Fundamentals of Maintenance Planning and Work Control

- The concept of maintenance planning and its role in supporting asset and operational efficiency.
- The difference between planning, scheduling, and work control in maintenance activities.
- Types of maintenance and the impact of each type on operational continuity.
- The work order cycle from request to closure and documentation.
- Setting priorities based on operational impact, safety, and risk.
- The roles of the planner, supervisor, technician, and operations team in the maintenance cycle.

Day 2: Preparing Maintenance Plans and Work Orders

- Analyzing work requests and defining the required scope of work.
- Preparing a clear description of work activities and technical tasks.
- Estimating labor, time, materials, tools, and spare parts.
- Identifying safety requirements and permits needed before execution.
- Preparing work orders in a way that supports execution and follow-up.
- Practical application on preparing a maintenance plan for an operational asset or equipment.

Day 3: Maintenance Scheduling and Resource Management

- The concept of maintenance scheduling and its role in organizing work and reducing downtime.
- Arranging work based on priority, resource readiness, and operational impact.
- Preparing daily and weekly maintenance schedules.
- Coordinating resources between maintenance teams, operations, stores, and contractors.
- Handling emergency work without causing major disruption to the planned schedule.
- Practical application on building a balanced weekly maintenance schedule.

Day 4: Execution Follow-Up and Work Control

- Monitoring maintenance progress against the plan and schedule.
- Tracking compliance with time, resources, scope of work, and quality requirements.
- Managing deviations, delays, and priority changes during execution.
- Documenting completed work, technical notes, and inspection results.
- Closing work orders in a way that supports analysis and improvement.
- Practical application on following up a work order and analyzing causes of deviation.



Day 5: Performance Indicators and Continuous Improvement in Maintenance

- Measuring planning and scheduling effectiveness through clear performance indicators.
- Analyzing unplanned downtime, repeated failures, and delay causes.
- Measuring schedule compliance and work order completion rates.
- Evaluating the use of resources, spare parts, and available maintenance time.
- Building improvement plans to reduce waste and improve asset reliability.
- Integrated application connecting planning, scheduling, execution, measurement, and improvement.

Why Attend this Course: Wins & Losses!

- Improve the ability to plan maintenance work in a structured and executable way.
- Increase scheduling efficiency and reduce conflicts between maintenance and operations.
- Reduce unplanned downtime through better priority management.
- Improve the use of labor, materials, spare parts, and tools.
- Improve work order quality and make follow-up and closure easier.
- Strengthen coordination between maintenance, operations, stores, and contractors.
- Support maintenance decisions through accurate data and clear performance indicators.
- Reduce delayed and repeated work caused by weak planning.
- Improve schedule compliance and maintenance team productivity.
- Develop the ability to analyze delay causes and operational deviations.
- Support asset continuity, availability, and reliability.
- Build a practical approach for continuous improvement in maintenance management.

Conclusion

The Maintenance Planning, Scheduling, and Work Control course provides a practical framework for managing maintenance work in a more organized and operations-focused way. It covers the core stages of the maintenance cycle, starting with understanding work requests and prioritizing them, then preparing maintenance plans, estimating resources, building schedules, monitoring execution, closing work orders, and measuring performance.

The program follows a clear sequence. It begins with the fundamentals of maintenance planning and work control, then moves into preparing plans and work orders. It then focuses on scheduling and resource management, followed by execution monitoring and deviation control. The final day addresses performance indicators and continuous improvement.

By the end of the course, participants will have a practical understanding of how to shift maintenance work from reactive response to a structured system based on planning, scheduling, follow-up, and improvement. The course helps reduce unplanned downtime, improve resource utilization, raise execution quality, and strengthen asset availability, supporting more stable and efficient operational performance within the organization.

