

# Maintenance, Planning, Scheduling & Control

Oil & Gas Engineering  
Los Angeles (USA)  
03 - 14 Feb 2025

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## Maintenance, Planning, Scheduling & Control

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### Introduction

Maximizing assets availability and reliability with the optimal cost are two conflicting objectives that each maintenance department needs to achieve. Maintenance planning and scheduling is the first step needed to assist you in achieving these objectives. Maintenance planning and scheduling are not only about using project management software to schedule tasks. Besides planning and scheduling activities the planner needs to ensure that all logistics are provided for. The planner will also need to be engaged in the financial evaluation of maintenance initiatives. Once the planning is done right, the next step will be to ensure that all the work orders are executed as per the plan and in compliance with all Health, Safety, and Environment HSE guidelines as well as company policies and procedures. In this training, various techniques will be discussed that will assist you in due course to plan, schedule, and control all your maintenance work orders for maximum effectiveness

### Course Objectives of Maintenance Planning, Scheduling, and Control

- Apply the latest concepts and techniques needed for effectively planning, scheduling, and controlling maintenance activities.
- Manage routine, corrective, as well as large scale preventive maintenance activities.
- Review the critical operational requirements for successful planning and control of the maintenance work.
- Use the right Key Performance Indicators KPIs for the measurement and evaluation of the maintenance department.

### Course Outline of Maintenance Planning, Scheduling, and Control

#### Day 1

#### Objectives of Maintenance

- What Is Maintenance?
- Evolution of Maintenance
- Challenges Facing Maintenance
- Types of Maintenance

A graphic of a chessboard with several chess pieces (a king, a queen, a rook, and a pawn) on it. The board is white and black, and the pieces are gold and silver. The text 'UK Training PARTNER' is overlaid on the board.

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- Classification of Roles in Maintenance
- Customer Service in Maintenance

## Day 2

### The Work Order System

- Purpose of the Work Order System
- Information Collected on a WO
- Job Estimating Methods
- Prioritizing Maintenance Work

## Day 3-4

### Preventive Maintenance PM

- Understanding PM
- Implementing a PM Program
- Establishing Scheduling
- Breaking a Facility Into Logical Parts
- Developing an Equipment List
- Writing PMs
- Developing Equipment Manuals
- Setting Up Inventory

## Day 5

### Planning and Scheduling of Major Maintenance WOs and Shutdowns

- Planning and Scheduling
- Work Breakdown Structure
- Critical Path Method CPM

## Day 6

### Resource Scheduling and Leveling Life Cycle Cost of Equipment

- Capital Budgeting
- Accounting Rate of Return ARR
- Payback Method
- Net Present Value Method NPV
- Replacement Analysis of Equipment

## Day 7

### Planning and Controlling Maintenance Materials

- Inventory Costs

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- Considerations in Inventory Decisions
- Economic Order Quantity EOQ
- Total Material Cost
- When to Order

## Day 8

### Safety in Maintenance

- Myths About Safety
- Accidents and Injuries
- Unsafe Acts and Unsafe Conditions
- Cost of Accidents
- Safety Audit

## Day 9-10

### Controlling Maintenance Work

- Measuring Performance
- Sources of Data
- Backlog Indices
- Schedule Compliance
- PM and Emergency Indices
- Productivity Indicators

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