

MAINTENANCE SCHEDULING & COST CONTROL

““Optimizing Maintenance Operations through Effective Scheduling and Cost Control Techniques””

Schedule

Date	Venue	Fees (Face-to-Face)
25 - 26 Feb 2026	Doha, Qatar	USD 1995 per delegate

Introduction

In any organization, especially those operating in asset-intensive industries, effective maintenance scheduling and cost control are critical to optimizing operations, extending the life of assets, and minimizing downtime. By ensuring that maintenance activities are well-planned, coordinated, and executed within budget, businesses can enhance productivity and achieve better financial performance.

This 2-day course focuses on key strategies and tools for efficient maintenance scheduling and cost control. Participants will learn how to develop and implement maintenance schedules, monitor costs, allocate resources effectively, and identify opportunities for process improvement. With a combination of practical exercises, case studies, and best practices, this course will provide participants with the skills to optimize maintenance operations and control costs.

Objectives

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

- Understand the fundamentals of maintenance scheduling and cost control
- Develop and implement efficient maintenance schedules for assets and equipment
- Use scheduling tools and software to plan and track maintenance activities
- Monitor and control maintenance costs effectively
- Identify cost-saving opportunities without compromising maintenance quality or safety
- Measure the effectiveness of maintenance programs and make data-driven decisions

Why Attend

- Learn how to develop practical maintenance schedules that align with operational goals
- Gain valuable tools and techniques to optimize maintenance costs and improve asset management
- Understand how to integrate cost control with maintenance planning to maximize efficiency
- Learn how to track, evaluate, and adjust maintenance schedules to ensure continuous improvement
- Enhance your ability to contribute to organizational goals by reducing maintenance-related disruptions

Target Audience

This program is designed for:

- Maintenance managers, supervisors, and technicians
- Operations managers and engineers involved in asset management and maintenance planning
- Financial controllers and cost managers responsible for monitoring and controlling maintenance budgets
- Project managers and team leaders managing maintenance activities
- Anyone seeking to improve their skills in scheduling and controlling maintenance costs

Individual Benefits

Key competencies that will be developed include:

- Proficiency in developing and managing maintenance schedules
- Stronger skills in cost control techniques and budget management for maintenance operations
- The ability to evaluate maintenance performance and make improvements
- Knowledge of best practices in managing maintenance costs while maintaining safety and quality standards
- Enhanced ability to track and report maintenance costs and activities to management

Organizational Benefits

Upon completing the training course, participants will demonstrate:

- More efficient maintenance operations, leading to improved asset utilization and uptime
- Reduced maintenance-related costs through optimized scheduling and cost control
- Better alignment between maintenance activities and overall operational goals
- Increased visibility and accountability in maintenance planning and budgeting
- Stronger cost management and financial performance across maintenance departments

Instructional Methodology

The course follows a blended learning approach combining theory with practice:

- **Strategy Briefings** - Core principles and techniques for maintenance scheduling and cost control
- **Case Studies** - Real-world examples of successful and ineffective maintenance scheduling and cost control strategies
- **Workshops** - Hands-on exercises to develop maintenance schedules and cost control plans
- **Peer Exchange** - Group discussions on challenges, solutions, and best practices in maintenance management
- **Tools** - Scheduling templates, cost control models, and performance tracking tools

Course Outline

Detailed 5-Day Course Outline

Training Hours: 7:30 AM – 3:30 PM Daily Format: 3–4 Learning Modules | Coffee breaks: 09:30 & 11:15 | Lunch Buffet: 01:00 – 02:00

DAY 1 – Maintenance Scheduling Fundamentals and Techniques

- **Module 1: Introduction to Maintenance Scheduling (07:30 – 09:30)**
 - The importance of maintenance scheduling in asset management and operational efficiency
 - Types of maintenance schedules: preventive, predictive, and corrective maintenance
 - The role of a maintenance schedule in reducing downtime and optimizing asset utilization
- **Module 2: Developing a Maintenance Schedule (09:45 – 11:15)**
 - Steps for developing a comprehensive maintenance schedule
 - Setting priorities and defining timeframes for maintenance tasks
 - Tools and software for creating, tracking, and updating maintenance schedules
- **Module 3: Resource Allocation for Maintenance Activities (11:30 – 01:00)**
 - How to allocate resources effectively for maintenance tasks: labor, materials, and equipment
 - Managing workloads and balancing competing priorities in maintenance operations
 - Optimizing resource utilization to reduce downtime and improve operational performance
- **Module 4: Workshop – Creating a Maintenance Schedule (02:00 – 03:30)**
 - Participants develop a maintenance schedule for a sample project or facility
 - Group discussions and feedback on scheduling techniques and resource allocation strategies

DAY 2 – Cost Control in Maintenance and Performance Monitoring

- **Module 5: Introduction to Cost Control in Maintenance (07:30 – 09:30)**
 - The importance of cost control in maintenance operations
 - Key factors that affect maintenance costs: labor, materials, and equipment
 - Techniques for controlling and reducing maintenance expenses without sacrificing quality
- **Module 6: Budgeting for Maintenance Activities (09:45 – 11:15)**
 - Developing and managing a maintenance budget
 - Estimating costs for maintenance tasks and allocating financial resources effectively
 - Monitoring maintenance expenditures and controlling costs during the project lifecycle
- **Module 7: Performance Monitoring and Continuous Improvement (11:30 – 01:00)**
 - Measuring the effectiveness of maintenance scheduling and cost control
 - Key performance indicators (KPIs) for maintenance performance and cost control
 - Using data to identify areas for improvement and optimize maintenance operations
- **Module 8: Workshop – Developing a Maintenance Cost Control Plan (02:00 – 03:30)**
 - Participants develop a cost control plan for a sample maintenance project
 - Group feedback on cost control strategies, budget management, and performance monitoring

Certification

Participants will receive a **Certificate of Completion in Maintenance Scheduling & Cost Control**, validating their expertise in developing maintenance schedules, controlling costs, and optimizing maintenance operations.

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