

MAINTENANCE PLANNING & SCHEDULING

““Maximizing Asset Uptime Through Effective Maintenance Work Preparation and Execution””

Schedule

Date	Venue	Fees (Face-to-Face)
01 - 05 Feb 2026	Manama, Bahrain	USD 3495 per delegate

► Available delivery methods: Face-to-Face & Online Training

Introduction

Effective maintenance planning and scheduling are foundational elements of a high-performing maintenance organization. Without disciplined planning and structured scheduling, maintenance activities become reactive, leading to equipment failures, unnecessary costs, and reduced asset availability.

This five-day intensive course provides a step-by-step framework for improving maintenance work preparation, job planning, resource coordination, and schedule compliance. Participants will learn how to reduce delays, improve wrench time, and optimize the use of manpower and materials—resulting in greater plant reliability and efficiency.

Objectives

- By the end of this course, participants will be able to:
- Understand the full maintenance workflow from work request to job close-out
 - Prepare detailed job plans including labor, materials, tools, and safety requirements
 - Develop short- and long-term schedules aligned with operations and reliability goals
 - Coordinate effectively with operations, procurement, and other stakeholders
 - Track planning and scheduling KPIs to drive continuous improvement

Why Attend

- Minimize downtime through better planning and scheduling discipline
- Increase schedule compliance and workforce efficiency
- Gain hands-on tools to structure job plans and manage backlogs
- Improve communication between planners, technicians, and operations
- Lay the foundation for proactive maintenance and reliability

Target Audience

This program is designed for:

- Maintenance planners and schedulers
- Maintenance engineers and supervisors
- Reliability and plant engineers
- CMMS/EAM administrators
- Maintenance team leads and asset coordinators

Individual Benefits

Key competencies that will be developed include:

- Job planning, resource estimation, and work package development
- Short-term and long-term scheduling
- Coordination and communication with operations and stores
- Backlog management and schedule optimization
- Use of planning KPIs for performance improvement

Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Higher equipment uptime and productivity
- Improved labor utilization and reduced emergency work
- Better spare parts coordination and cost control
- Enhanced cross-functional collaboration
- Reliable scheduling that supports preventive and predictive maintenance

Instructional Methodology

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

- Strategy Briefings – Overview of maintenance work management principles
- Case Studies – Real-life planning and scheduling challenges
- Workshops – Creating job plans, schedules, and KPIs
- Peer Exchange – Sharing of plant-specific obstacles and best practices
- Tools – Templates for job plans, schedules, backlog tracking, and KPI dashboards

Course Outline

Detailed 5-Day Course Outline

Training Hours: 07:30 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 Management Foundations

- Module 1: Introduction to Maintenance Planning & Scheduling (07:30 – 09:30) • Objectives, benefits, and key terminology • The planning and scheduling workflow
- Module 2: Work Order Flow and Prioritization (09:45 – 11:15) • Work requests, approvals, and backlog creation • Priority codes and urgency classification
- Module 3: Planning vs. Scheduling Responsibilities (11:30 – 01:00) • Key roles of planners, schedulers, and supervisors • Separating planning from execution
- Module 4: Workshop – Work Flow Mapping (02:00 – 03:30) • Map your site's current maintenance work flow

Day 2: Job Planning in Detail

- Module 1: Elements of a Job Plan (07:30 – 09:30) • Scope, steps, labor, materials, tools, and permits
- Module 2: Creating Work Packages (09:45 – 11:15) • Templates, photos, drawings, and checklists • Safety and environmental considerations
- Module 3: Estimating Labor and Resources (11:30 – 01:00) • Time estimation standards • Planning for crew availability and downtime
- Module 4: Workshop – Build a Job Plan (02:00 – 03:30) • Prepare a job plan using a real or sample work order

Day 3: Scheduling and Coordination

- Module 1: Weekly and Daily Scheduling (07:30 – 09:30) • Building a weekly schedule and leveling the workload
- Module 2: Long-Term and Shutdown Scheduling (09:45 – 11:15) • Monthly and yearly planning • Outage planning and integration
- Module 3: Coordination with Operations and Stores (11:30 – 01:00) • Aligning schedule with production and material availability
- Module 4: Workshop – Weekly Schedule Preparation (02:00 – 03:30) • Develop and present a sample weekly maintenance schedule

Day 4: CMMS and Backlog Management

- Module 1: Backlog Control and Data Accuracy (07:30 – 09:30) • What belongs in backlog and how to manage it • Ensuring CMMS data integrity
- Module 2: Measuring Planning and Scheduling Performance (09:45 – 11:15) • Schedule compliance, planning accuracy, backlog trends
- Module 3: Spare Parts Planning and Kitting (11:30 – 01:00) • Coordinating with inventory to avoid job delays
- Module 4: Workshop – Backlog Review and KPI Design (02:00 – 03:30) • Analyze sample backlog and propose KPI improvements

Day 5: Implementation and Continuous Improvement

- Module 1: Roles and Competency Development (07:30 – 09:30) • Planner competency model • Building trust and credibility in the planning role
- Module 2: Continuous Improvement Tools (09:45 – 11:15) • Root cause review of schedule failures • Feedback loops and improvement cycles
- Module 3: Final Review and Planning Audit (11:30 – 01:00) • Conduct a self-assessment of planning processes
- Module 4: Certification and Wrap-Up (02:00 – 03:30) • Final Q&A, action planning, and certificate distribution

Certification

Participants will receive a Certificate of Completion in Maintenance Planning & Scheduling, validating their capability to develop job plans, manage work backlogs, and create efficient, executable maintenance schedules that improve reliability and reduce downtime.

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