MAWA EVENTS

Address: No. 857, Block A2. Leisure Commerce Square - No 9., 46150 Petaling Jaya, Selangor, Malaysia

Phone: +601116373203 | **Email:** info@mawaevents.net

MAINTENANCE PLANNING, SCHEDULING & EQUIPMENT COORDINATION

""Enhancing Reliability and Efficiency through Proactive Maintenance Management""

Schedule

Date	Venue	Fees (Face-to-Face)
01 – 05 Mar 2026	Doha, Qatar	USD 3495 per delegate
23 – 27 Aug 2026	Manama, Bahrain	USD 3495 per delegate

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

Introduction

Maintenance planning and scheduling are critical functions for achieving optimal equipment performance, reducing downtime, and extending asset life. Without proper coordination, organizations face reactive maintenance, resource conflicts, and inefficient use of manpower and materials.

This intensive 5-day course provides maintenance professionals with practical strategies and tools for planning preventive and corrective maintenance, coordinating resources, and improving work execution. Participants will learn to develop schedules, manage backlogs, control maintenance costs, and align maintenance practices with production goals.

Objectives

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

- Develop effective maintenance plans aligned with asset criticality and operational needs
- Use scheduling techniques to optimize labor and equipment availability
- Coordinate tools, materials, and contractors for efficient job execution
- Monitor maintenance performance using KPIs and CMMS systems
- Implement strategies to reduce reactive maintenance and increase equipment uptime

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Why Attend

- To transition from reactive to proactive maintenance planning
- To reduce unplanned downtime and improve equipment reliability
- To optimize maintenance resources and spare parts availability
- To support production goals through maintenance excellence
- To gain practical experience with planning and scheduling tools

Target Audience

This program is designed for:

- Maintenance planners, schedulers, and supervisors
- Plant engineers and reliability professionals
- Operations and production managers
- CMMS coordinators and maintenance analysts
- Anyone involved in coordinating maintenance activities

Individual Benefits

Key competencies that will be developed include:

- Work order planning and job scoping
- Weekly and daily scheduling techniques
- Job kitting and parts coordination
- Use of KPIs to drive maintenance improvements
- Basic CMMS usage and maintenance workflow design

Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Improved maintenance efficiency and equipment uptime
- Lower maintenance costs through better resource utilization
- Standardized job plans and accurate backlog tracking
- Better coordination between maintenance and operations teams
- A structured approach to managing maintenance work

Instructional Methodology

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

- Strategy Briefings – Best practices in maintenance management and planning
- Case Studies – Real-life planning and scheduling challenges and solutions
- Workshops – Development of job plans, schedules, and resource coordination charts
- Peer Exchange – Group discussion on planning pitfalls and success factors
- Tools – Templates for work orders, job plans, schedules, and KPIs

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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: Fundamentals of Maintenance Planning

- Module 1: Introduction to Maintenance Management (07:30 – 09:30) • Types of maintenance: preventive, corrective, predictive • Maintenance planning versus scheduling roles • Planning as a driver of maintenance productivity
- Module 2: Work Identification and Prioritization (09:45 – 11:15) • Sources of maintenance work requests • Priority matrix and risk-based maintenance • Managing work backlogs effectively
- Module 3: Job Scoping and Planning (11:30 – 01:00) • Defining job scope, craft needs, and duration • Standard job plans and job plan libraries • Estimating labor, parts, and special tools
- Module 4: Planning Workshop (02:00 – 03:30) • Hands-on: Create a job plan from a sample request

Day 2: Maintenance Scheduling Techniques

- Module 1: Scheduling Concepts and Time Horizons (07:30 – 09:30) • Long-, mid-, and short-term scheduling • Level loading of resources and job kitting • Use of Gantt charts and schedule boards
- Module 2: Weekly and Daily Scheduling (09:45 – 11:15) • Developing a weekly maintenance schedule • Assigning work orders by shift, crew, and technician • Schedule compliance and rework management
- Module 3: Coordination with Operations (11:30 – 01:00) • Lockout/tagout and production planning • Shutdown/outage coordination • Communicating and negotiating job access
- Module 4: Scheduler’s Toolbox (02:00 – 03:30) • Hands-on: Build a weekly maintenance schedule

Day 3: Equipment Coordination and Resource Optimization

- Module 1: Spare Parts and Materials Planning (07:30 – 09:30) • Parts kitting and job staging • Working with the storeroom and procurement • Critical spare parts and lead times
- Module 2: Contractor and Workforce Coordination (09:45 – 11:15) • Internal vs. external labor scheduling • Managing subcontractor tasks • Tools and equipment allocation
- Module 3: Permits, Safety, and Compliance (11:30 – 01:00) • Safety documentation and work permits • Regulatory considerations and ISO standards • Pre-job briefings and toolbox talks
- Module 4: Workshop – Coordinating a Complex Maintenance Job (02:00 – 03:30) • Group case study with resource matrix and job kit plan

Day 4: CMMS, KPIs, and Work Execution

- Module 1: Using CMMS for Planning and Scheduling (07:30 – 09:30) • CMMS functionality overview • Work order lifecycle in a CMMS • Backlog tracking and reporting
- Module 2: Performance Measurement and KPIs (09:45 – 11:15) • Planning and scheduling metrics • Schedule compliance and wrench time • Reporting dashboards for planners and managers
- Module 3: Managing Work Execution (11:30 – 01:00) • Execution handoffs and job monitoring • Field reporting and feedback loops • Post-job analysis and continuous improvement
- Module 4: Planner’s Daily Checklist (02:00 – 03:30) • Tools and routines to manage daily planning effectively

Day 5: Implementation and Continuous Improvement

- Module 1: Implementing a Planning and Scheduling System (07:30 – 09:30) • Steps for implementation and cultural alignment • Role definitions and training strategies • Quick wins and long-term improvements
- Module 2: Barriers and Solutions (09:45 – 11:15) • Organizational resistance to planning • Common pitfalls and how to overcome them • Change management in maintenance

- Module 3: Final Action Plans (11:30 – 01:00) • Developing a personalized implementation plan • Setting goals and milestones for improvement
- Module 4: Group Presentations and Closeout (02:00 – 03:30) • Team presentations of planning improvement projects • Certificate awarding and feedback

Certification

Participants will receive a Certificate of Completion in Maintenance Planning, Scheduling & Equipment Coordination, validating their capability to manage proactive maintenance activities and optimize resource coordination across the maintenance lifecycle.

Why Choose MAWA Events

- **Global Expertise:** More than 17 years of experience in professional training and consulting.
- **Industry-Leading Faculty:** Courses delivered by seasoned professionals with hands-on experience.
- **Practical Insights:** Learn to turn theory into actionable strategies for real-world business impact.
- **Client-Focused Solutions:** Customized programs designed to achieve your organisation’s unique goals.

In-House / Customized Training Interested in running this course for your team? Please contact us:	TEL: **+601116373203**	EMAIL: **info@mawaevents.net**