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 & WORK CONTROL

""Optimizing Maintenance Productivity Through Structured Planning, Scheduling, and Work Execution""

Schedule

Date	Venue	Fees (Face-to-Face)
07 – 11 Sep 2026	Dubai, UAE	USD 3495 per delegate

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

Introduction

Effective maintenance planning and scheduling are essential to ensuring equipment reliability, reducing costs, and maximizing workforce productivity. Poorly planned maintenance leads to downtime, resource inefficiency, and missed production targets. This course equips maintenance professionals with best practices in planning, scheduling, and work control to improve operational performance and extend asset life.

This intensive five-day program delivers a hands-on, structured approach to developing, executing, and optimizing maintenance plans. Participants will learn how to manage backlogs, prioritize work orders, allocate resources, coordinate schedules, and apply planning tools in alignment with business and maintenance goals.

Objectives

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

- Understand the full maintenance planning and scheduling process lifecycle.
- Develop preventive maintenance (PM) and corrective maintenance (CM) work plans.
- Prioritize work orders using risk, criticality, and cost-benefit criteria.
- Create efficient weekly and daily maintenance schedules.
- Apply backlog management, KPI tracking, and continuous improvement techniques.
- Integrate maintenance planning with operations, reliability, and asset strategies.

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Why Attend

- Minimize unplanned downtime through structured maintenance execution.
- Improve workforce utilization and material readiness.
- Enhance communication between maintenance, operations, and stores.
- Reduce costs and maximize asset performance.
- Standardize planning and scheduling processes across the organization.

Target Audience

This program is designed for:

- Maintenance planners and supervisors
- Maintenance engineers and coordinators
- Reliability and asset management professionals
- Operations and plant managers
- CMMS administrators and work control staff

Individual Benefits

Key competencies that will be developed include:

- Work order planning and execution
- Job scoping and estimating labor/materials
- Maintenance backlog analysis and prioritization
- Scheduling logic and communication
- KPI tracking and continuous improvement in planning

Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Increased maintenance team productivity and job readiness
- Better equipment reliability and uptime
- Stronger alignment between planning and production priorities
- Standardized documentation and performance reporting
- Lower maintenance costs through efficient resource use

Instructional Methodology

This course integrates technical instruction with planning simulations and toolkits:

- Maintenance Briefings – Industry best practices and frameworks
- Templates – Job plans, backlog reports, KPIs, weekly schedules
- Simulations – Daily planning and emergency work response
- Group Activities – Role-based scheduling and coordination exercises
- Tools – CMMS interface guides, work control flowcharts
- Instructor Coaching – Scenario feedback and implementation support

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Course Outline

Training Hours: 7:30 AM – 3:30 PM

Daily Format : 3–4 Modules | Coffee breaks: 09:30 & 11:15 | Lunch Buffet: 01:00 – 02:00

Day 1: Maintenance Planning Foundations

- **Module 1: Introduction to Maintenance Planning (07:30 – 09:30)**
- Purpose and benefits of structured planning
- Maintenance work types and classifications
- The planner’s role and accountability
- **Module 2: Job Scoping and Work Order Development (09:45 – 11:15)**
- Work identification and job plan contents
- Estimating labor, materials, and tools
- Planning preventive and corrective jobs
- **Module 3: CMMS and Documentation Standards (11:30 – 01:00)**
- Work order codes, priority logic, and feedback
- Integrating job plans into CMMS
- Documenting craft feedback and job completion
- **Module 4: Workshop – Developing a Sample Job Plan (02:00 – 03:30)**
- Teams create job plans based on real-world scenarios

Day 2: Scheduling and Work Coordination

- **Module 5: Weekly and Daily Scheduling Principles (07:30 – 09:30)**
- Time-based and condition-based scheduling
- Building the weekly schedule and allocating crew time
- Leveling workload and shifting priorities
- **Module 6: Backlog Management and Prioritization (09:45 – 11:15)**
- Classifying and aging backlogs
- Risk-based prioritization frameworks
- Identifying scheduling constraints
- **Module 7: Coordination Between Maintenance and Operations (11:30 – 01:00)**
- Integrating production needs and shutdown windows
- Pre-shift meetings and schedule handoffs
- Managing emergency and break-in work
- **Module 8: Simulation – Weekly Scheduling Exercise (02:00 – 03:30)**
- Teams build a one-week plan and adjust for conflicts

Day 3: Materials, Permits, and Readiness

- **Module 9: Material and Spare Parts Planning (07:30 – 09:30)**
- Inventory management and lead times
- Linking BOMs to work orders
- Coordination with stores and procurement
- **Module 10: Safety and Permit Planning (09:45 – 11:15)**
- Pre-job risk assessments
- Lockout/tagout and confined space procedures
- Permitting and HSE coordination
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Module 11: Readiness Reviews and Crew Briefing (11:30 – 01:00)

- Readiness checks, staging, and kitting
- Shift turnover communication
- Crew feedback and post-job reviews
- **Module 12: Workshop – Maintenance Execution Readiness Plan (02:00 – 03:30)**
- Teams create a job readiness checklist and review protocol

Day 4: Performance Metrics and Continuous Improvement

- **Module 13: Key Performance Indicators (KPIs) in Planning (07:30 – 09:30)**
- PM compliance, schedule adherence, wrench time
- MTBF, MTTR, and backlog age
- KPI dashboards and visual management
- **Module 14: Root Cause and Planning Feedback Loops (09:45 – 11:15)**
- Capturing failure data and job delays
- Using RCA to improve job plans
- Closing the loop from technician to planner
- **Module 15: Auditing and Improving the Planning Process (11:30 – 01:00)**
- Planning maturity models
- Planning/scheduling audits
- Cross-departmental review and alignment
- **Module 16: Simulation – Planning Process Improvement Project (02:00 – 03:30)**
- Teams design an improvement initiative for their planning department

Day 5: Integration and Strategic Alignment

- **Module 17: Aligning Maintenance Planning with Reliability (07:30 – 09:30)**
- RCM and FMEA feedback into planning
- Condition monitoring integration
- Maintenance strategy optimization
- **Module 18: Managing Shutdowns and Outages (09:45 – 11:15)**
- Shutdown preparation timelines
- Job bundling, contingency planning, and crew control
- Lessons learned and post-shutdown reviews
- **Module 19: Final Review and Planning Roadmap (11:30 – 01:00)**
- Building a planning and scheduling strategy
- Overcoming barriers to effective planning
- Personal development planning
- **Module 20: Certification Wrap-Up and Final Exercise (02:00 – 03:30)**
- Review, participant action plans, and instructor feedback

Certification

Participants who complete the program will receive a **Certificate of Completion in Maintenance Planning & Scheduling & Work Control** , validating their capability to implement and manage best-practice maintenance planning, scheduling, and execution processes.

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Why Choose MAWA Events

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