

ENHANCED MAINTENANCE PLANNING & COORDINATION

"Boosting Asset Reliability Through Proactive Maintenance Management"

Schedule

Date	Venue	Fees (Face-to-Face)
25 - 26 Jun 2026	Dubai, UAE	USD 1995 per delegate

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

Introduction

Efficient maintenance planning and coordination are critical for minimizing downtime, improving equipment reliability, and optimizing asset performance. Yet, many organizations struggle with reactive practices, poorly defined workflows, and lack of integration between maintenance and operations.

This 2-day course equips maintenance planners, supervisors, and coordinators with practical tools to enhance planning accuracy, scheduling efficiency, resource utilization, and cross-functional alignment. It provides best practices to move from reactive to proactive maintenance through structured processes and communication.

Objectives

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

- Establish effective maintenance planning workflows and work order processes
- Develop accurate job plans with task lists, resources, and timelines
- Optimize preventive and corrective maintenance schedules
- Coordinate between operations, engineering, and maintenance functions
- Apply KPIs and performance metrics to improve planning outcomes

Why Attend

- Learn how to minimize unplanned downtime and improve maintenance efficiency
- Master job planning techniques and resource allocation
- Improve communication and planning between departments
- Understand how to track, analyze, and improve planning KPIs
- Gain practical tools for implementing a proactive maintenance culture

Target Audience

This program is designed for:

- Maintenance planners and schedulers
- Maintenance supervisors and team leaders
- Reliability and asset management professionals
- Plant engineers and operations coordinators
- CMMS/EAM users and maintenance analysts

Individual Benefits

Key competencies that will be developed include:

- Proactive maintenance scheduling and coordination
- Job scoping, estimation, and task planning
- CMMS work order workflow understanding
- Resource and parts planning accuracy
- Data-driven performance analysis

Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Reduced maintenance backlog and improved job readiness
- Better coordination across planning, stores, and operations
- Enhanced reliability and asset availability
- More effective use of maintenance labor and materials
- Improved use of CMMS systems for planning and tracking

Instructional Methodology

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

- Strategy Briefings - Maintenance management frameworks and principles
- Case Studies - Planning successes and failures across industries
- Workshops - Job planning, scheduling, and CMMS use simulations
- Peer Exchange - Lessons learned from participant organizations
- Tools - Maintenance planning templates and performance dashboards

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: Foundations of Maintenance Planning

- Module 1: Principles of Proactive Maintenance Planning (07:30 - 09:30) • Planning vs. scheduling vs. execution • Reactive vs. proactive maintenance culture • Role of the planner and planning process flow
- Module 2: Job Plan Development and Work Scoping (09:45 - 11:15) • Creating task lists and estimating durations • Identifying labor, materials, and special tools • Planning for safety and access
- Module 3: CMMS and Work Order Flow (11:30 - 01:00) • CMMS role in job planning and execution • Creating and managing work orders • Tracking job status and history
- Module 4: Workshop - Build a Job Plan Template (02:00 - 03:30) • Create task breakdown with resource plan

Day 2: Scheduling, Coordination & Performance

- Module 1: Weekly Scheduling and Resource Allocation (07:30 - 09:30) • Backlog management and job readiness review • Leveling labor and material availability • Prioritization methods (RIME, ABC, criticality)
- Module 2: Coordination with Operations & Procurement (09:45 - 11:15) • Managing maintenance windows and outages • Communication workflows for execution readiness • Spare parts planning and lead-time control
- Module 3: Planning KPIs and Continuous Improvement (11:30 - 01:00) • Schedule compliance, wrench time, backlog metrics • Job feedback, history, and failure coding • Root cause tracking and reliability impact
- Module 4: Final Workshop - Weekly Plan Simulation (02:00 - 03:30) • Simulate schedule build, coordination, and execution

Certification

Participants will receive a Certificate of Completion in Enhanced Maintenance Planning & Coordination, validating their ability to develop structured maintenance job plans, coordinate schedules across departments, and drive asset reliability through proactive planning.

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TEL:

+601116373203

EMAIL:

info@mawaevents.net

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