Best Practices in Maintenance Planning and Scheduling

TR201

Course Overview:

Efficient maintenance planning and scheduling are critical to operational excellence and asset longevity in any industrial or facilities management environment. This advanced-level course is tailored for experienced maintenance planners and schedulers seeking to refine their skills with globally recognized best practices. By focusing on real-world applications, this training helps participants streamline processes, reduce downtime, and enhance collaboration across maintenance operations.

Course Objective:

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

- -Apply advanced planning and scheduling techniques to improve maintenance efficiency
- -Develop and manage optimized maintenance schedules that support asset reliability
- -Leverage technology and software tools to automate and enhance planning processes
- -Improve coordination and communication between maintenance stakeholders
- -Identify and resolve common challenges in maintenance planning environments

Course Outline:

1. Introduction to Maintenance Planning and Scheduling
   - -Overview and significance of planning and scheduling
   - -Key roles and responsibilities
   - -Terminology and core concepts
2. Best Practices in Work Identification and Prioritization
   - -Identifying and documenting maintenance needs
   - -Prioritization methods to enhance asset uptime
   - -Real-world case applications
3. Work Order Creation and Documentation
   - -Designing effective work orders
   - -Documentation standards and compliance
   - -Leveraging work order software
4. Materials and Resource Management
   - -Managing spare parts and materials
   - -Efficient resource allocation
   - -Vendor coordination strategies
5. Planning and Scheduling Processes
   - -Structuring maintenance plans
   - -Techniques for schedule development
   - -Change management in scheduling
6. Performance Metrics and KPIs
   - -Identifying key maintenance KPIs
   - -Benchmarking and using analytics
   - -Driving continuous improvement
7. Technology and Software Tools
   - -Evaluating planning and scheduling tools

Training Language:

Training Methodology:

The course combines various teaching methods, including instructor-led presentations, group discussions, case study analyses, and assessments through quizzes and a final exam to engage participants and ensure they understand and retain the material.

Venue | Date | Fees

Jubail | 07-09-2025 | 17,250 SAR

-CMMS and IoT integration

-Digital transformation in maintenance

8. Challenges and Problem Solving

-Identifying common pitfalls

-Structured problem-solving techniques

-Interactive case-based discussion

9. Communication and Collaboration

-Enhancing team communication

-Stakeholder collaboration techniques

-Scenario-based role-playing

10. Implementing Best Practices

-Action planning for workplace application

-Leading change and sustaining improvements

-Long-term impact evaluation

Who Should Attend:

-Senior Maintenance Planners

-Maintenance Schedulers

-Reliability Engineers

-Maintenance Supervisors