COURSE BROCHURE

Maintenance Planning and Scheduling

An applied course in turning maintenance requests into fully planned work orders, scheduling them weekly against available resources, and controlling backlog through the CMMS.

Code	HT-OGE-102
Category	Oil & Gas, Engineering & Maintenance
Duration	1 week
Level	Intermediate

Introduction

A technician who spends half a shift waiting for a spare part, a permit or a piece of information is the direct result of missing planning. How well work is prepared decides how much of a crew's paid time turns into completed jobs.

Objectives

- Apply the work order cycle from request to close-out and history recording
- Prepare planned job packages covering steps, materials, tools and labor hour estimates
- Build weekly and daily maintenance schedules that balance priorities and capacity
- Measure and manage backlog to keep crews productive
- Track and improve planning and scheduling performance indicators

Who should attend

- Maintenance planners and schedulers
- Mechanical, electrical and instrument maintenance supervisors
- Maintenance engineers in industrial facilities
- Maintenance department managers and CMMS administrators

Skills you will develop

- Job package preparation
- Capacity-based scheduling
- Backlog management
- Using CMMS data

Learning Outcomes

- Prepare a complete, ready-to-execute job package for a typical maintenance task
- Build a weekly schedule in Excel that allocates craft hours to jobs by priority
- Calculate backlog in crew-weeks and decide on the right response
- Design a dashboard for schedule compliance, break-in work and estimate accuracy

Course Outline

Day 1: The Role of Planning in Maintenance

- Corrective, preventive and predictive maintenance

- Planning versus scheduling and who owns each
- How poor planning erodes technicians' wrench time

Day 2: Work Orders and Priorities

- The work order life cycle and its system statuses
- A priority matrix based on consequence and urgency
- Failure coding and the quality of data captured at close-out

Day 3: Building the Job Package

- Site visits, defining scope and sequencing steps
- Estimating hours and crafts and listing materials, spares and tools
- Isolation and permit needs and coordinating them with operations

Day 4: Weekly and Daily Scheduling

- Calculating available capacity per craft
- The weekly scheduling meeting with operations and stores
- Handling emergencies and schedule break-ins

Day 5: Backlog, Indicators and the CMMS

- Measuring, analyzing and classifying backlog
- Schedule compliance and planned maintenance percentage
- Applied project: a weekly schedule for a sample workshop with a plan to reduce its backlog

Training methodology

Realistic job packages for tasks on a pump, a heat exchanger and a valve
A simulated weekly scheduling meeting with operations, maintenance and stores roles
Excel sheets for capacity calculation, hour allocation and backlog analysis
A walk-through of sample CMMS screens and a data quality review of closed work orders

Certification

Participants receive a Harbor Training Center certificate of attendance on completing the course.

Upcoming dates

City	Dates	Language	Fee
Istanbul	22 – 26 March 2027	AR-EN	EUR 5,400
Dubai	5 – 9 April 2027	AR-EN	EUR 4,800
London	12 – 16 April 2027	AR-EN	EUR 5,800
Amsterdam	19 – 23 April 2027	AR-EN	EUR 6,100
Online	26 – 30 April 2027	AR-EN	EUR 2,800
Istanbul	27 September 2027 – 1 October 2027	AR-EN	EUR 5,400
Dubai	4 – 8 October 2027	AR-EN	EUR 4,800
London	11 – 15 October 2027	AR-EN	EUR 5,800
Amsterdam	18 – 22 October 2027	AR-EN	EUR 6,100
Online	25 – 29 October 2027	AR-EN	EUR 2,800

Fees are per participant.

Contact us

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https://harbor4training.com/en/courses/maintenance-planning-scheduling