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Advanced Planning Principles

An intensive, hands-on course designed to simulate real-world situations and teach participants how to effectively execute the planning function. This is a four-day course.

COURSE OUTLINE

1. Work Request Validation

- Demonstrate ability to review and screen work request for necessary content

2. Work Order Approval

- Demonstrate ability to review and screen work orders for necessary content

3. Job Scoping

- Perform job scoping activities to clarify work requirements. Pictorial simulations (storyboards) utilized for site visit, walkdown and inspection of work request

4. Job Plan Development

- *Developing Procedures and Instructions*
Review, build and utilize proper techniques and tools for increasing Planner efficiency
- *Selecting Craft Labor*
Identify labor requirements (single or multi-craft) and labor sequence
- *Performing Time Estimates*
Build estimates that quantify maintenance resource demand
- *Identifying Material Requirements*
What parts are needed? Are they currently available or will they need to be ordered? Can the work be kitted or staged?

- *Identifying Reference Material*

In the absence of proper reference materials, people rely on well-intended assumptions; here we learn how to provide appropriate information: OEM manuals, diagrams, schematics, pictures, etc.

- *Identifying Appropriate Equipment and Work Location*

An element of job scoping: Are we working on the right equipment? Do we need further clarification or information for locating the equipment or specifying job tasks?

- *Selecting Special Tools and Equipment*

Specify tooling or equipment required to effectively accomplish job plan tasks

- *Identifying Documentation and Reference Requirements*

Incorporate qualification and acceptance standards

- *Developing Post-Maintenance Checks and Completion Testing Requirements*

Ensure maintenance tasks are completed in accordance with acceptance criteria

5. Utilizing Craft Comments and Incorporating Feedback

- Soliciting, reviewing, screening and analyzing craft person's feedback throughout the process is imperative for creating a dynamic and effective planning function

6. Explain backlog and compile backlog trend and reports





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OBJECTIVES

Utilize world-class planning principles in a hands-on environment to transfer skills. Real-world exercises from work order creation to assembly of a work package.

WHO SHOULD ATTEND?

Maintenance Planners. We also encourage Schedulers, Coordinators, Managers, Supervisors, Plant Engineers and others with a vested interest in the planning function to attend with the Planner.

PREREQUISITES

Fundamental knowledge of the world-class planning and scheduling model. Familiar with planning principles and metrics for monitoring planning program effectiveness. A minimum of six months experience with work order planning or attendance at MRG's Introduction to Planning and Scheduling Principles is recommended.

