



# Maintenance Scheduling Course Modules Content

## Schedule Work and Track Progress Learning Plan

No	Element	Unit Performance Criteria (Key Learning Outcomes)	Conditions Prevailing	Learning Task	Training Content	Required Standard
1	Develop the scheduling workflow process and support systems	1. Develop a scheduling process with steps appropriate to (your) relevant industry publications /maintenance regulations /orders and standards and practices 2. Scheduling process step requirements for maintenance work are identified and described 3. Provide necessary scheduling management reports, work control and cost monitoring/ control and scheduling performance documents	Maintenance required on operating plant and equipment	1. a) Identify all the steps in the scheduling process 2. Develop the details for each of the scheduling steps 3. a) Developing documents, forms and management reports and making them available b) Producing cost monitoring and cost control reports and documents c) Develop and present scheduling process KPIs	1. a) Business process flow charting b) Identify scheduling steps 2. a) Range of scheduling steps for maintenance work b) Specifying each scheduling step details 3. a) Necessary scheduling documents and range of content and the use of management reports b) Tracking work schedule progress and costs c) Scheduling KPIs to measure and track scheduling process performance	1. a) Flow charts of complete scheduling process to be used at the site b) Responsibilities and accountabilities identified and allocated 2. Necessary scheduling documents developed in accord with the process flow diagram 3. a) Develop all necessary scheduling documents, reports and forms b) Provide accurate work schedule tracking charts and all necessary management reports c) Present and track KPIs
2	Determine work order sequence and develop the fixed week schedule	1. Determine the duration, effort, sequence and dependencies of work as the basis for the schedule using methods, techniques and tools to determine preferred schedule, time management plans, resource allocation and financial commitments 2. Jobs are identified and prioritised according to the overall production schedule and operational risks 3. Timelines, personnel and equipment are identified for each job and task	Maintenance required on operating plant and equipment	1. a) Identifying available work and job priorities b) Reviewing each Job Plan content for completeness, complications and cost c) Identifying effort and dependencies across workfaces d) Checking load on external and internal resources and manning levels and levelling the work load to available resources e) Confirming availability of internal and external resources needed to do and complete the Job Plan f) Confirming availability of all necessary parts and materials at time needed to do work 2. a) Reviewing the production schedule for dates to do the intended work	1. a) Backlog work reporting and other work order management reports b) Allocating the work load and negotiating conflicts between jobs c) Identify critical path jobs for the week and reviewing jobs to optimise critical path d) – f) Levelling the work load for the scheduled week 2. a) – b) Contents and scheduling information in a typical production schedule c) Show operating risk on a risk matrix 3. a) Reviewing new changes to schedule and understanding the	1. a) Monitor and manage the work backlog according to changing priorities and opportunities b) Develop the weekly work schedule 2. Schedule jobs by priority for completion during the week Identify operational risks and future production impacts when deciding which work to schedule and which to leave in the backlog 3. a) Identify effects of changes on intended schedule, resolve scheduling conflicts that arise, and get approval for changes b) Make adjustments to schedule following approval



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				b) Analysing the production schedule for access to plant and equipment c) Recognise risks to the operation in delaying maintenance work 3. a) Programming backlog work according to operational priority b) Confirming availability of internal and external resources	impact of the changes b) Updating the schedule with agreed priority changes c) Effectively communicating effects of revised schedule to production and maintenance crews d) Effectively advising changed priorities to all other people, internal and contracted services affected by new priorities	c) – d) Inform all parties affected by changes and confirm their understanding of how changes impact them and the work
3	Coordinate resources and prepare for scheduled work	1. Confirmed availability of all resources, parts, manning and external personnel to meet the work schedule 2. Allocation of manning with appropriate skills and competence 3. Strategies for prevention or correction of problems are determined from the risk review process	Maintenance required on operating plant and equipment	1. a) Organise parts and materials in preparation to be used on a job b) Organise OHS&E requirements prior to job starting c) Organise and coordinate external resources and contracted services ready to start the job 2. Identifying able and competent people who will do good work safely, meet necessary OHS&E standards and follow company policies. 3. a) Understanding the influence of Human Factors on work schedules and work quality b) Performing a risk assessment of high priority jobs with people doing the work for potential issues that could disrupt the schedule c) Develop treatments for identified risks	1. a) Liaising with stores to provide and assemble parts and materials for the job b) Providing OHS&E equipment and requirements at job site c) Ensuring outside resources and services are ready and on time to do work 2. a) Working with internal crew supervisors and/or team leaders to select the right people with the right skills to do the job as planned b) Liaising with external providers of manpower to select the right people for the job 3. a) Human Factors and their management and control b) Risk assessment on Job Plan steps to identify risk treatment c) Monitor jobs for tell-tale issues indicating problems	1. a) All parts, materials and equipment are confirmed as suitable to do the work b) All parts, materials and equipment are reserved for the required job c) All external resources and services are confirmed as ready to do the work 2. The necessary internal and external personnel are allocated to jobs and confirmed as suitable to do the work 3. Risks to job, equipment, personnel and the schedule are identified and appropriately addressed
4	Monitor schedule compliance of	1. Implement mechanisms to measure, record and report progress of activities in relation	Maintenance required on operating	1. a) Conducting regular checks of work progress against the schedule	1. a) Using job tracking charts and bar graphs	1. a) Establish job tracking charts and bar graphs



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	tasks	to the agreed schedule and plans 2. Completion times of tasks/jobs are monitored and tracked, and scheduling is adjusted to ensure consistency with changing scope, objectives and constraints related to time and resource availability as appropriate 3. Identify and document time management issues and recommended improvements, and pass on to relevant planning and scheduling authority for application in future 4. Recommendations for prevention or correction are made to achieve established standards in future work	plant and equipment	b) Track and regularly report the progress of each work front in meeting Job Plan milestones 2. a) Managing the activities to achieve schedule completion in a safe manner b) Observing if OHS&E risks, task timing or quality difficulties are being encountered on the job 3. Reviewing and analysing work times and task variances looking for opportunities to improve work flow and job times in future 4. Making planning and scheduling recommendations to improve job times and to improve planning and scheduling processes	b) Visually show progress of each work front 2. a) Recognising when the job is in trouble b) Making appropriate coordinated and controlled changes to the job to address problems 3. a) Collecting data on both good and poor outcomes of scheduled work for analysis b) Analysing the data for opportunities to improve the work delivery and job times c) Documenting suggested improvements and providing evidence of their value 4. a) Updating documentation to capture improvements b) Imbedding changes to work processes through training c) Using special work pack content to remind people of new requirements	b) Show work front progress visually for all to see 2. a) Issues affecting job safety or schedule are proactively identified by supervision, workers and/or any other parties b) Issues affecting a job safety or schedule are appropriately resolved in a timely manner 3. a) – b) Analyse and investigate variations to understand causes and identify opportunities to improve work delivery and work preparation c) Provide a business case to make recommended changes to processes and/or practices 4. Implement recommendations in business computer systems, in procedural documents and into standard practice

**NOTE:** Some course content coverage is extracted from the following Australian NTIS training units:

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|---|------------|---|--|
| 1 | BSBPMG503A | <a href="#">Manage project time</a>                   | Part of Business Services Training Package         |
| 2 | ICPSU455C  | <a href="#">Supervise and schedule work of others</a> | Part of Printing and Graphic Arts Training Package |