

# Maintenance Planning and Scheduling for Reliability Training

*Distance Education Training Course  
Content, Assessment and  
Accreditation Explained*

# Online Maintenance Planning and Scheduling Training Course Modules Content

*These are the ten modules that you cover in the course:*

## **Maintenance Planning**

1. The role of Maintenance Planning and Scheduling in Maintenance Management
2. Develop the planning workflow process
3. Design and install planning support systems
4. Identify, specify and confirm job requirements
5. Plan all steps to complete each task in the job
6. Do work and review performance for feedback



## **Maintenance Scheduling**

1. Develop the scheduling workflow process and support systems
2. Determine work order sequence and develop the fixed week schedule
3. Coordinate resources and prepare for scheduled work
4. Monitor schedule compliance of tasks



# Planning and Scheduling Course Assessment

You need to do all activities in the course modules and submit them electronically to us. To get a Certificate at the end of the course you provide real examples of material noted in [Maintenance Planning and Scheduling Training Accreditation Requirements](#). Basically we need to see evidence that you applied the learning contained in the course.

*These are the assignments that you need to submit for each module:*

## **Maintenance Planning Module Assessment**

**Module 1:** 1) Do a Failure Mode Effects Analysis; 2) Do an Equipment Criticality Analysis

**Module 2:** Design and draft your standard planning procedure

**Module 3:** 1) Review Stores management; 2) Set-up document management; 3) Assess missing planning system support needs

**Module 4:** 1) Develop a Job Plan with milestone quality standards; 2) Develop a calibrated risk matrix and use it for a job priority setting

**Module 5:** 1) Develop complete work packs for two jobs; 2) Write an accuracy controlled job procedure

**Module 6:** Develop all Planning Process KPIs, and performance charts and graphs

## **Maintenance Scheduling Module Assessment**

**Module 1:** Design and draft your standard scheduling procedure

**Module 2:** 1) Use a risk cost table 2) Develop the fixed week work order schedule and hire equipment loading

**Module 3:** Conduct a Job risk assessment and install control measures

**Module 4:** Develop all Scheduling Process KPIs, and performance charts and graphs

## **Maintenance Planning and Scheduling Final Assessment**

1) Provide latest version of both Planning Procedure and Scheduling Procedure documents

2) Provide original documents from two completed jobs with full work pack content developed and job feedback

# Accreditation Levels

When we give you a certificate we look for evidence of reaching one of the achievement levels noted below and provide you with a certificate showing that level of proficiency. Our decisions are final. You can submit for higher accreditation levels in the future as your experience and knowledge develops.

## 1. Mastery

- Runs the planning process and scheduling process in an operation at world class performance
- Provides all planning process requirements of the Planner function at world class performance
- Provides all scheduling process requirements of the Scheduler function at world class performance

## 2. Competent

- Establishes the complete planning process and scheduling process in an operation and continuously improves them
- Provides all planning process requirements of the Planner function
- Provides all scheduling process requirements of the Scheduler function

## 3. Understanding

- Uses established planning process and system
- Uses established scheduling process and system

**NOTE:** *Where there is insufficient evidence, or we are uncertain that you did the work, we will not give a certificate.*