



Effective Maintenance Planning and Scheduling

DURATION

5 days

CONTACT HOURS

30

LEVEL

Intermediate

FEE PER DELEGATE

US\$1,500

Planning work before it reaches the schedule, so a crew arrives with the parts, the permit and the plan.

Most maintenance organisations schedule without planning. Work orders go into a week with a trade and an estimate, and the crew discovers on arrival that the part is not there, the permit is not raised, or the machine cannot be released. Wrench time collapses and the backlog grows, which produces pressure to schedule harder, which makes it worse. Planning is the step in between, and it is a distinct discipline: scoping the job, specifying parts and labour, and only then letting it be scheduled. This week separates the two and builds both.

Available as classroom, live online, in house.

Who it is for

Maintenance planners and schedulers, maintenance supervisors and superintendents, storekeepers and materials coordinators, and engineers accountable for maintenance performance.

What you will be able to do

- Separate planning from scheduling, and establish what each has to deliver.
- Scope and plan a job so a crew can execute it without stopping.
- Manage a backlog by readiness rather than by age.
- Build a weekly schedule the operation has actually committed to.
- Measure the planning function on something other than orders closed.

The outline

DAY 1

Planning is not scheduling

What each step delivers, and why conflating them fails · Wrench time, and where the hours actually go · The planner's position in the organisation · Why scheduling harder makes a planning problem worse

DAY 2

The work order

A request that can be assessed, and screening it · Scoping on the plant rather than from a desk · Priority that reflects consequence rather than volume · History, and making it worth writing

DAY 3

Building a job plan

Task steps, trades and realistic durations · Parts, kitting and staging before the week starts · Permits, isolations and the lead time they need · Tools, access and specialist resource

DAY 4

Backlog and schedule

Ready backlog against total backlog · Weekly and daily scheduling horizons · Getting an operational commitment to release the plant · Break in work, and protecting the schedule from it

DAY 5

Measuring and improving

Schedule compliance, and what it does and does not show · Estimate accuracy, fed back into planning · Rework, and the plan that caused it · Reporting that a production manager will read

What you leave with

- A job plan for one real work order, complete to parts and permits.
- A backlog review process segmented by readiness.
- A weekly scheduling routine with the operational commitment built in.

Published dates

DATES	WHERE	FEE
23 to 27 November 2026	Nairobi, Kenya	US\$1,500
30 November 2026 to 4 December 2026	Maseru, Lesotho	R15,000
7 to 11 December 2026	Durban, South Africa	R15,000
14 to 18 December 2026	Dubai, United Arab Emirates	US\$1,500

Fees are per delegate and cover travel and accommodation arranged by the delegate. Registration fees are separate.

Register or ask a question

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