

Maintenance Planning, Scheduling and Control

Professional training programme



SPARK TRAINING

Professional training courses for leaders, specialists, and organizations seeking practical capability development.

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— Workshop Overview

Maximizing assets availability and reliability with the optimal cost are two conflicting objectives that each maintenance department needs to achieve. Maintenance planning and scheduling is the first step needed to assist you in achieving these objectives. Maintenance planning and scheduling is not only about using project management software to schedule tasks. Beside planning and scheduling activities the planner needs to ensure that all logistics are provided for. The planner will also need to be engaged in the financial evaluation of maintenance initiatives. Once the planning is done right, the next step will be to ensure that all the work orders are executed as per the plan and in compliance with all Health, Safety and Environment (HSE) guidelines as well as company policies and procedures. In this course various techniques will be discussed that will assist you in due course to plan, schedule and control all your maintenance work orders for maximum effectiveness.

Why Attend

The course uses a mix of interactive and hands-on techniques. Beside the brief presentations by the consultant and the participants, the thrust will be on real life work related situations to develop maintenance schedules for preventive and breakdown jobs, calculate re-order points and optimal quantities of spare parts, evaluate

Who Should Attend

Managers, supervisors and planners responsible for maintenance planning, scheduling and control activities.

— Learning Objectives

- Explain the challenges and objectives facing maintenance organizations today
- Demonstrate the importance of work order systems and use techniques for time estimations and priority assignments
- Prepare a preventive maintenance program
- Apply project management techniques to effectively manage major maintenance activities and shut downs
- Use capital budgeting techniques to evaluate maintenance capital expenditures
- Demonstrate understanding of how to maintain the optimal stock levels of spare parts to ensure operational continuity
- Prepare the right Key Performance Indicators (KPIs) s to evaluate and improve performance in maintenance

Course Outline

DAY
1

Objectives of maintenance

- Definition of maintenance and asset management
- Challenges and objectives of maintenance
- The modern maintenance strategy
- Maintenance windows
- Maintenance methods
- Types of maintenance
- Classification of roles in maintenance
- Customer service in maintenance

DAY
2

The Work Order System

- Purpose of the Work Order (WO) system
- Information collected on a WO
- Job estimating methods
- Prioritizing maintenance work orders

DAY
3

Preventive Maintenance (PM)

- What is Preventive Maintenance
- The importance of implementing a PM program
- Establishing schedules
- Breaking a facility into logical parts
- Developing an equipment list
- Developing equipment manuals
- Setting up inventory
- Understanding risks associated with a PM program

DAY
4

Planning and scheduling of major maintenance WOS and shutdowns

- The unique challenge of maintenance shutdowns
- Importance of a clear Work Order (WO) scope definition
- Work Breakdown Structure (WBS)
- Methods for building an effective maintenance database
- Critical Path Method (CPM)
- Work order crashing

- Resource scheduling and leveling
- Planning and controlling maintenance materials
- Identification of inventory costs
- Considerations in inventory decisions
- How much to order: Economic Order Quantity (EOQ)
- When to order (setting min and max levels)

DAY
5

Controlling maintenance work

- Maintenance Key Performance Indicators (KPIs)
- Backlog indices
- Schedule compliance indices

- PM and emergency indices
- Generic maintenance indicators
- Day 6: The role of planning and scheduling in Performance Improvement
- Maintenance as a business process
- How scheduled maintenance can lock in waste and cost
- Drawing learning from recurring maintenance tasks
- Reviewing planned maintenance
- Dealing with the productivity challenge
- Refining maintenance policies
- Capturing learning from inspection work

— Upcoming Classroom Dates

DATE	LOCATION	FEE
12 - 16 October 2026	Istanbul - Türkiye	€1,425
9 - 13 November 2026	Vienna - Austria	€2,125
14 - 18 December 2026	Barcelona - Spain	€1,925
18 - 22 January 2027	Rome - Italy	€2,125
15 - 19 February 2027	Munich - Germany	€2,125
15 - 19 March 2027	Amsterdam - Netherlands	€2,125
19 - 23 April 2027	London - United Kingdom	€2,100
17 - 21 May 2027	Istanbul - Türkiye	€1,425

— Certificate and Registration

Participants who attend and complete the full programme receive a SPARK Training Certificate of Completion. For registration, in-house delivery, or availability questions, contact info@sparktraining.eu or +31 85 115 0004.