

EFFECTIVE **PLANNING & SCHEDULING** **FOR TODAY'S MAINTENANCE**



YOU'LL BENEFIT RIGHT AWAY!

- ✓ Reduce maintenance costs through more efficient use of your existing workforce
- ✓ Measure and evaluate your department's performance by craft, employee, and supervisor
- ✓ Improve manpower forecasting and planning for current, future, or backlogged jobs
- ✓ Discover techniques for conforming equipment warranty claims, evaluating replacement costs, and fulfilling documentation requirements

2008

October 7-9

San Fernando, Trinidad, W.I.

Hosted by



DPPS COMPANY LIMITED
DIVERSIFIED PROJECT PLANNING SOLUTIONS

Authorized Marshall Institute Inc. Representative

Planning & Scheduling is a "must have system" in high performance organizations.

Experience shows that the "Best of the Best" do the basics very well!

The RIGHT person + the RIGHT part + the RIGHT time = SUCCESS!

*In our increasingly competitive marketplace, there is less tolerance for unplanned downtime. Industry is experiencing the pressure of rising costs, foreign competition, and the need to improve work force productivity. Companies must make productive use of all their resources – labor, material, capital – through **best maintenance practices**. Planning and Scheduling has the **greatest profit potential** of any maintenance function – a "sure-fire" way to quickly improve maintenance performance and service.*

*Based on current maintenance trends and technologies and **our vast expertise**, we provide you with information and activities to better equip you to implement P&S. This interactive session includes information on how to build a winning partnership with production, a step-by-step implementation plan, and detailed information on the daily role of the planner. As always, we present real-world illustrations on the fundamentals of P&S to help you **increase productivity and lower overall costs** – which means **faster repairs, less downtime, and greater availability**.*

At This Three-Day Seminar You Will...

- ✓ Learn how to effectively sell planning and scheduling to management.
- ✓ Understand the role of a planner in an effective maintenance organization.
- ✓ Understand the essential support systems necessary for effective planning and scheduling.
- ✓ Learn Marshall Institute's comprehensive 8-step planning process.
- ✓ Learn the 7 Planning Fundamentals and how to apply them to the learning process.
- ✓ Learn how to develop a priority system and RIME chart and understand their importance.
- ✓ Understand the importance of developing a partnership with production/operations, purchasing, engineering and other key stakeholders in the planning and scheduling process.
- ✓ Learn our proven step-by-step implementation process that combines field-tested change management techniques with a proven planning and scheduling process.

WHO SHOULD ATTEND THIS SEMINAR?

- Maintenance Managers
- Directors of Maintenance
- Maintenance Supervisors
- Production Supervisors
- Plant Engineers
- Maintenance Planners and Schedulers
- Maintenance Staff
- Manufacturing Managers
- Storeroom Managers
- Anyone who coordinates emergency work and unscheduled repairs

What Attendees have said about this course . . .

"I have been in the maintenance field for 12 years and this, by far, is the best seminar I have attended."
– Shawn A Barger, Victaulic

"This course/Marshall Institute gives the most impressive & engaging seminar that I have ever been to. I will recommend to my company that if you want to send more people to gain a better understanding of the 'process,' to send them to a Marshall Institute class."
– Bruce Love, GAF Materials

"Program well formatted and delivered by Alan in an experienced & knowledgeable fashion. To me it has opened up many side discussions & gaps that we can work through together. Everyone in this seminar seems more educated and willing to help change for better practices."
– Russell Moffett, Schering-Plough

"Mr. Smith's knowledge & experience, along with his enthusiasm for the subject, helped make the course both informative and relevant."
– Joey Turner, Shaw Industries

Daily Networking Lunches Included



You'll get this FREE fact-packed Learner's Guide, filled with Charts, Graphs, Checklists, and Comprehensive Instructions on How to Plan and Schedule Your Maintenance Work.

Introduction

Maintenance as it relates to asset management; new maintenance operating philosophies, concepts and techniques; three steps to World Class Maintenance; shared responsibilities of operations and maintenance

Support Systems

The six support systems maintenance relies on

Role of the Planner/Scheduler

Skills and traits of a good planner; allocation of a planner's time; where the planner fits into the organization's structure; typical duties of the planner/scheduler; work order review process; meeting roles and responsibilities of the planner

Work Prioritization

Priority codes and use of the RIME chart; proper use of priority assignment

Planning

Maintenance Planning defined; planned jobs vs. reactive work; categories of planned jobs; maintenance planning 8-step procedure; 7 fundamentals of planning; standard job plans; estimating; benchmarking jobs and work content comparisons; factors that contribute to non-productive time; the importance of communication in the planning process; team-based planning

Scheduling

Foundational concepts of scheduling; the scheduling process; types and categories of schedules; good scheduling requirements; roles of maintenance planner, operations partner, and maintenance supervisor in the scheduling process; typical constraints placed on scheduling; building the schedule; DIN Squad; roles and responsibilities of the scheduling process

Documentation

Data fields and systems associated with planned work; closing out a work order; importance of accurate and quality data

Measuring Performance

Maintenance reporting; backlog management; calculating net capacity and craft backlog; benchmarking the planning and scheduling process

Roles and Responsibilities of Operations and Maintenance

Difference between the roles and responsibilities of operations and maintenance; importance and advantages of partnerships; shared responsibilities of the various partners; the partnership building process between key stakeholders

The Maintenance Planner's Improvement Model

Continuous improvement tools and techniques; 5 steps in the Maintenance Planner's Improvement Model

Shutdowns, Turnarounds, and Outages

Role of the "outage" planner/scheduler; key principles to planning and scheduling shutdowns, turnarounds, and outages; 4 phases of planning, scheduling & control of shutdowns, turnarounds, and outages; methods of scheduling

Implementation

10 steps to implementing planning and scheduling

SEMINAR FACILITATORS

HANK BARDEL is a senior consultant with thirty plus years' experience in the maintenance field. He has developed PPM programs that reduced downtime from 17% to 3%; he's managed TPM Implementation; he knows the importance of measuring to success. He has that practical, hands-on experience that lends credibility and authenticity to everything he presents. His "get-the-job done" attitude has saved maintenance organizations time and money and earned him letters of recognition.

GLENN SMITH His down-home style, coupled with 40 plus years of experience in engineering maintenance, electrical instrumentation, maintenance supervision, safety management and area operations, assures a top-notch learning experience.

TRACY STRAWN, Vice President International Programs, is a Maintenance and Reliability Consultant with over 30 years experience in process and manufacturing industries. Tracy has worked with all levels of the organization from senior leaders to shop floor personnel providing training, facilitation, coaching, and consultation.

ALAN WARMACK, as Director of Operations and a key consultant, brings straight talk about maintenance improvements to the table. His experience spans twenty-plus years in the basics of maintenance. His knowledge of Planning and Scheduling was garnered from the shop floor, through supervision, to upper management. Alan speaks from the heart about maintenance improvement—not just the philosophy.

EFFECTIVE

PLANNING & SCHEDULING

FOR TODAY'S MAINTENANCE

Marshall Institute
...making good companies better

This three day, comprehensive, hands-on course, designed for both the new and seasoned planner, gives you all the tools you need to help you kick-start your P&S system!

Reduce Your Maintenance Cost WITHOUT Reduction of Headcount!

Four Ways to Register

Phone: 868-681-5756 Trinidad
804-732-8626 USA

Fax: 868-653-1053

Mail: **DPPS Company Limited**
21/2mm South Trunk Rd
La Romain, San Fernando
Trinidad, W.I.

Web: www.dppsc.com

WE CAN PROVIDE THIS COURSE AT YOUR FACILITY!

Learn from the premier provider of maintenance consulting services for over 30 years! This program can be customized and presented at your facility, and Marshall Institute can provide you with **in-house consulting**. For more information on bringing this seminar to your site or our consulting services, call DPPS at 868-681-5756.

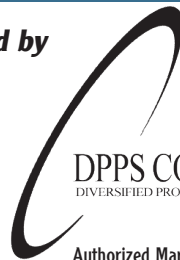
Satisfaction 100% Guaranteed or Your Money Back

Cancellation Policy

If you need to cancel your registration, please do so at least two weeks prior to the seminar. We cannot refund payment for registrations cancelled within the two weeks. Transfers and substitutions are gladly accepted. DPPS reserves the right to cancel seminars with two weeks' notice. In the event that we must cancel a seminar, your payment will be refunded in full or applied towards other seminars of your choice. We regret we cannot be responsible for non-refundable travel arrangements.

YES! Please Register Me in This Powerful Three-Day Seminar

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October 7-9
Royal Hotel
46-54 Royal Road
San Fernando, Trinidad, W.I.
www.royalhoteltt.com

Names of Attendees (Please print or type)

Name _____ Position _____
Name _____ Position _____
Name _____ Position _____

Company _____
Address _____

Telephone _____ Fax _____
E-mail: _____

Payment Type:

Purchase Order # _____
 Check Visa MasterCard American Express
Card #: _____ Exp. Date _____
Print Name _____
Signature _____