



Consulting and Training | Reach New Heights

Course Name

Maintenance Planning, Scheduling & Work Control

Sector Name

Maintenance & Reliability Management

Document Type

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Maintenance Planning, Scheduling & Work Control

Course Introduction

Maintenance performance is often affected not by a lack of technical capability, but by how work is prepared and coordinated before technicians reach the equipment. Incomplete job scopes, unavailable materials, unclear priorities, unrealistic schedules, competing emergency work, and poorly controlled backlogs can leave teams busy without achieving consistent maintenance output. Effective work management therefore requires a disciplined process that turns maintenance demand into executable work.

Boost Consulting & Training offers this course to develop practical capability across the complete maintenance work cycle. The program covers work identification and screening, job planning, labor and material preparation, backlog management, priority setting, scheduling, coordination with operations, execution control, work completion, and feedback. Participants will learn how to create realistic schedules while protecting planned work from unnecessary disruption.

The **main concept of this course** is to convert maintenance demand into ready, prioritized, and executable work so that available resources produce more complete maintenance with fewer delays and interruptions.

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Maintenance Planning, Scheduling & Work Control

Target Audience

- ✓ Maintenance planners and schedulers
- ✓ Maintenance supervisors and engineers
- ✓ Maintenance and reliability managers
- ✓ Operations coordinators involved in maintenance work execution

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Learning Objectives

- ✓ Structure the maintenance work process from initial request through final closeout.
- ✓ Improve the quality and clarity of maintenance work requests.
- ✓ Develop job plans with realistic labor, materials, tools, and time requirements.
- ✓ Organize and prioritize maintenance backlogs according to operational needs.
- ✓ Match scheduled work with available labor and resource capacity.
- ✓ Coordinate maintenance schedules with operations and equipment availability.
- ✓ Control schedule disruption and emerging work during execution.
- ✓ Use completion feedback to improve future maintenance planning and work performance.

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Course Outline

✓ Day 01

Controlling Maintenance Work Demand

Creating Quality Work Requests

- ✓ Define the minimum information needed to describe a maintenance requirement clearly.
- ✓ Distinguish genuine maintenance needs from incomplete, duplicated, or incorrectly classified requests.
- ✓ Improve problem descriptions so planners can prepare work without unnecessary clarification.

Managing the Maintenance Backlog

- ✓ Classify backlog according to work type, priority, status, and readiness.
- ✓ Identify aging, duplicated, deferred, and high-risk maintenance work.
- ✓ Build a **Maintenance Backlog Profile** to expose workload and priority issues.

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Course Outline

✓ Day 02

Preparing Work for Successful Execution

Building the Maintenance Job Plan

- ✓ Define job scope, work steps, labor skills, estimated hours, and technical requirements.
- ✓ Identify permits, safety requirements, tools, access needs, and supporting information.
- ✓ Develop realistic job plans that technicians can execute with minimum uncertainty.

Ensuring Work Readiness

- ✓ Confirm materials, spare parts, tools, services, and equipment access before scheduling.
- ✓ Distinguish planned work from work that is genuinely ready to execute.
- ✓ Complete a **Job Readiness Challenge** to decide which maintenance jobs can enter the schedule.

Maintenance Planning, Scheduling & Work Control

Course Outline

✓ Day 03

Turning Backlog into a Realistic Schedule

Prioritizing Maintenance Work

- ✓ Balance equipment criticality, urgency, failure consequences, and operational requirements.
- ✓ Prevent routine pressure from displacing genuinely high-priority work.
- ✓ Select the appropriate jobs from the ready backlog for upcoming execution.

Matching Work with Capacity

- ✓ Compare required labor hours with available maintenance capacity.
- ✓ Account for skills, shifts, operational windows, and resource constraints.
- ✓ Build a **Weekly Maintenance Schedule** of competing jobs and limited resources.

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Course Outline

✓ Day 04

Controlling Schedule Execution

Coordinating Maintenance and Operations

- ✓ Align equipment access and maintenance windows with operational requirements.
- ✓ Clarify responsibilities before equipment is released for planned work.
- ✓ Address conflicts between production priorities and maintenance needs.

Managing Schedule Disruption

- ✓ Respond to emergencies and break-in work without losing control of the planned schedule.
- ✓ Reallocate resources when conditions change during the execution period.
- ✓ Run a **Schedule Recovery Simulation** following multiple unexpected maintenance events.

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Course Outline

✓ Day 05

Closing the Work Management Loop

Capturing Quality Completion Feedback

- ✓ Record actual labor, materials, delays, findings, and work performed.
- ✓ Improve equipment and maintenance history through accurate work-order closeout.
- ✓ Use technician feedback to correct inaccurate or incomplete job plans.

Improving Work Control Performance

- ✓ Evaluate schedule compliance, backlog condition, planning quality, and execution losses.
- ✓ Identify recurring reasons why planned maintenance work is delayed or not completed.
- ✓ Complete a **Maintenance Work Cycle Improvement Plan** covering request, planning, scheduling, execution, and closeout.

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
Dec. 14, 2026	Dec. 18, 2026	5 days	4250.00 \$	UAE , Dubai

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