

Maintenance Planning and Scheduling

How to Improve Maintenance Quality, Cost, and Output Using an Organized Planning and Scheduling Approach.



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at a Time and Place of
Your Choosing

Bring this Clemson program to your organization! Clemson is a leading provider of training, consulting and assessment services for maintenance organizations. Let Clemson's tradition of providing results-oriented services to business, industry, and government organizations to work for you! You can benefit from Clemson's ability to custom-design a program based on your unique needs.

Contact Anne Copeland at
(864)656-1601 or
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Planning and Scheduling are Critical Functions and Key to Ensuring Your Maintenance and Reliability Organization is Efficient and Effective.

Attend This Four-Day Comprehensive Workshop and Gain the Skills and Knowledge You Need to Become a Driving Force in Designing, Implementing and Sustaining Your Roadmap to Success!

3 CONVENIENT LOCATIONS SCHEDULED FOR SPRING 2008

April 29 – May 2, 2008

Washington, DC

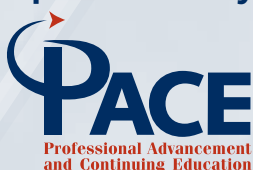
May 6 – 9, 2008

Rochester, NY

May 13 – 16, 2008

Chicago, IL

Sponsored by



Register Today! Call Kay James at 864.656.2200 or register on-line at www.clemson.edu/success

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CLEMSON HAS A LONG HISTORY OF HELPING *Planners and Schedulers Improve Their Skills and Build Their Knowledge. Here is What Your Colleagues Say About Clemson's Planning and Scheduling Workshop:*

"This program is exactly what I was hoping for. The depth of information and manner in which material was laid out and presented was excellent."

—Chris Reeves, Planner/Scheduler, Johnson Electric, Springfield, TN

"The instructor, Mike Cowley was knowledgeable, well prepared, and presented valuable information."

—Lee Weeler, Sr. Plant Mechanic, City of San Jose, San Jose, CA

"There were great ideas and discussion. Mike clearly instructed us on maintenance, planning and scheduling principles. Mike was great."

—Jason Klaich, Maintenance Superintendent, Nirsco, Chesterton, IN

"Like the exposure to other ways of looking at maintenance performance."

—Edward Pomposo, Section Manager, Bay Area Rapid Transit, Oakland, CA

About This Dynamic Workshop

Effective and efficient planning and scheduling is essential to the success of the maintenance organization. Maintenance planners and schedulers must be well-trained, knowledgeable individuals with competence in the diverse skills required to achieve the benefits of dramatically improving performance, productivity and profitability.

This 4-day workshop is presented utilizing a variety of learning methods designed to ensure that at the end of the fourth day you will leave the program prepared to put the information learned and knowledge gained to work immediately when you return to your organization. You will achieve this objective by being involved in group discussions with your workshop colleagues, by role playing and participating in hands-on exercises, and through lively question and answer sessions designed to stimulate thought, share ideas, and solve problems.

Your instructor, Mike Cowley has more than 28 years of experience working in the maintenance field for companies including Burlington Industries and Aramark. He knows what your everyday work world is all about...its challenges, pitfalls and successes. During your 4-day workshop experience Mike will involve you in philosophical discussions, such as how to convince non-maintenance "customers" to get on board with a Maintenance Management Program to the practical, including how to effectively utilize the maintenance craftsman.

Review the complete program agenda outlined on the next page and discover all the nuts and bolts topics you will address during the workshop, including how to control work orders, planning techniques, and scheduling – daily, weekly, and small projects. You need to attend...your competitor will probably be there!

Who Should Attend

Because many people fail to understand the benefits and survival implications in today's competitive global environment to improving the crucial functions performed by planner/schedulers it is highly recommended that a team from your organization participate in this workshop. Everyone who has a stake in building a world-class maintenance organization should attend, including:

- Planners/Schedulers
- Maintenance Supervisors
- Plant Managers
- Facility Managers
- and representatives from Operations, Storeroom, Procurement, and Financial Units

Special Benefits

- You will receive a comprehensive notebook, complete with charts, graphs and valuable information developed specifically for this workshop for use during these 4-days and as a valuable reference tool when you return to work along with additional course handouts.
- You will learn from an instructor with real world, hands-on background coupled with extensive training and coaching experience.
- You will enhance your learning experience by actively participating in lively discussions, role-playing, performing hands-on exercises designed to drive home the message, and question and answer sessions which tackle your most pressing issues.
- This is an intensive four-day workshop. The amount of time you spend away from your workplace is limited. This workshop is specifically focused on making the best use of your valuable time.
- You will earn 2.8 CEUs (Continuing Education Units of Credit) from Clemson University at the completion of the workshop. The CEU is the nationally recognized standard unit of credit you earn by participating in qualified programs, including this one, in a non-credit environment.

COMING THIS SPRING

Maintenance and Reliability Management: A Best Practices Seminar to Help You Reduce Costs and Improve Performance

Here is your opportunity to participate in one of Clemson's renowned seminars serving maintenance and reliability professionals for more than 15 years.

February 5-6, 2008	Savannah, GA	March 11-12, 2008	Cleveland, OH	April 15-16, 2008	Louisville, KY
February 7-8, 2008	Huntsville, AL	March 13-14, 2008	Rochester, NY	April 17-18, 2008	Nashville, TN
February 19-20, 2008	Baltimore, MD	April 1-2, 2008	Denver, CO	April 22-23, 2008	Scottsdale, AZ
February 21-22, 2008	Columbus, OH	April 3-4, 2008	Austin, TX	April 24-25, 2008	Tulsa, OK
March 4-5, 2008	Houston, TX	April 8-9, 2008	Hartford, CT	May 20-21, 2008	Des Moines, IA
March 6-7, 2008	Indianapolis, IN	April 10-11, 2008	Harrisburg, PA	May 22-23, 2008	Minneapolis, MN

Call Kay James for a brochure with complete program information at 864.656.2200. Or, go on-line at www.clemson.edu/success for information.

To Register, Call Kay James at 864.656.2200 or

MAINTENANCE PLANNING AND SCHEDULING PROGRAM AGENDA

PROGRAM TIMES: 8:00 am - 4:30 pm each day. A registration desk will be located outside the meeting room at 7:30 am the first morning of the program.

DAY 1

- Welcome
- Meet your colleagues and instructor
- Discuss course structure

Review Maintenance Management and World Class Principles

- Management Support
- Organization
- Maintenance Control Function
- Maintenance Engineering
- Preventive and Predictive Maintenance
- Management Control

The Planning Function – Where does it fit in the maintenance organization?

- Discuss the planner position and job description
- Review all maintenance job descriptions and the planner relation to those
 - Plant Engineer and supervisors, lead men and foreman, craftsman, clerks, and customers

Fundamentals of Maintenance Planning and Scheduling

- Discuss in detail the specific components and details of the planning function
 - CMMS, estimating, backlog control, planning, scheduling, material control, shut down planning, emergency planning, work order coding, and many more.

DAY 2

Review Day 1

- Review lesson plan
- Discuss questions and answers

Developing the Maintenance Plan – Where do I Start?

- Classroom exercise on basic planning
- Review exercise and discuss problems, questions and challenges

Components of a “Good Plan”

- What, where and when
- The planning interview
- Pre-flight check list
- Site visit – “Touch It”
- Question to the void
- Estimating hours
- Estimating cost
- Develop work schedule – How long will it take to complete?
- Safety
- Environmental concerns
- and many more...
- Complete second classroom exercise to practice the above discussion

Maintenance Planning Exercise

- Start exercise discussion for major conference room renovation
- Develop plan, bill of material, schedule, and estimated cost
- Complete morning of Day 3

DAY 3

- Review Day 2
- Review lesson plan
- Discuss questions and answers

Continue with Maintenance Planning Exercise

- Complete Maintenance Planning Exercise
- Each team will present their planned package
- Group discussion and critique
- Questions and Answers

Maintenance Department Work Schedules – Why Schedule maintenance work?

- Craftsman efficiency
- Customer satisfaction
- Improved equipment up-time
- Craftsman quality
- Maintenance department credibility

Components needed to develop a Maintenance Work Schedule

- Schedule cycle
- Weekends and off shifts
- Holidays and down time
- Available man-hours
- Planned packages completed
- Equipment and or space availability
- Supplies and repair parts
- Weekly/daily status meetings
- Planning meetings
- Scorecards
- Gantt/critical path charts

DAY 4

Review Day 3

- Review lesson plan
- Discuss questions and answers

Developing the Work Schedule

- Start small and grow over time
- Start easy and move to more difficult schedules over time

Maintenance Work Schedule Exercise

- Fill in absolutes first
 - Labor hours
 - Meetings
 - Training
- Define equipment and space availability
- Production schedules
- Productions priorities
- Environmental considerations

Other Planner Responsibilities

- Project estimating
- Shutdown planning
- Maintenance engineering
- Work order history analysis
- Completed work feedback and analysis

Planning course review

- Questions and answers
- Course critique

ABOUT YOUR INSTRUCTOR

Michael Cowley, CPMM

Mike Cowley's background includes over 28 years of hands-on experience in the production maintenance, facility management and facility engineering field. He has extensive experience in all aspects of facility management, computerized maintenance management systems (CMMS), contract maintenance, utility operations, project engineering and senior engineering management.

Mr. Cowley spent the early years of his maintenance career in the textile industry working for Burlington Industries. While at Burlington, he was named Director of Engineering and

Maintenance for the Lees Carpets Division. Mr. Cowley was instrumental in the successful implementation of Lees' maintenance improvement program, which took Lees maintenance department from "Chaos to World Class." Mike spent the past several years employed as a District Manager with Aramark Facility Services in their Specialty Markets Group where he managed multiple facility services and maintenance accounts. He also assisted other groups within Aramark on a National basis with maintenance program assessments, planning, and implementation of improvement programs. Mike is president of his own maintenance solutions company which provides consulting services to facility and manufacturing maintenance organizations. He also provides coaching and guidance for clients who desire to outsource facility services.

Mike speaks at several leading maintenance conferences and facility management conventions each year, writes articles for maintenance magazines, teaches maintenance management fundamentals, and has assisted numerous organizations in developing plans and programs needed to implement and achieve facility-wide maintenance improvement. He currently serves as Vice President of Professional Development with the Association for Facilities Engineering (AFE)

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register on-line at www.clemson.edu/success

5 WAYS TO REGISTER



Email
ODCEREG-L@clemson.edu



Internet
www.clemson.edu/success



FAX your registration request to: (864) 656-7351



Call Kay James at (864) 656-2200



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Clemson, SC 29633-0912

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We are confident your organization will gain important insights from this program. If you're not satisfied with this seminar, you will receive an immediate refund of your entire registration fee.

Registration Fee Includes ...

...comprehensive program materials, continuing education credits, certificate of completion, refreshment breaks and networking luncheons. Lodging and other meals are not included. A registration desk will be located outside the meeting room at 7:30 am the first morning of the program.



Please do not remove or alter mailing label.

Registration Form

Please duplicate this form for more registrations

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Yes. I/we will attend (Please check one):

- Apr 29 - May 2, 2008 **Washington, DC**
- May 6 - 9, 2008 **Rochester, NY**
- May 13 - 16, 2008 **Chicago, IL**

REGISTRATION FEE:
\$1,850/\$1,750
per person for a team of two or more

Name #1 _____
 Title _____ E-mail _____
 Name #2 _____
 Title _____ E-mail _____
 Name #3 _____
 Title _____ E-mail _____
 Name #4 _____
 Title _____ E-mail _____
 Phone # () _____ Fax # () _____
 Organization _____
 Address _____
 City _____ State _____ Zip _____
 Approving Manager _____ Title _____

Processing Fee

A \$25 processing fee will be applied should you need to cancel and want a refund. Registration payments will be held on account for one year for cancellations received less than 5 business days before the conference. Substitutions can be made at any time.

Please return this ENTIRE page
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