

Effective Maintenance Planning, Estimating and Scheduling

You Can Plan for Reliability and Maintenance Excellence

If you want to achieve reliability and maintenance excellence, this **TrueWorkShop** is a must attend. You will learn about implementing the best practices you need for effective maintenance planning, estimating and scheduling. You will bring back the tools and knowledge to begin or enhance a planning, estimating and scheduling function in your organization. This includes:

1. A hands-on, working knowledge of today's best maintenance planning, estimating and scheduling techniques
2. A working knowledge of the tools and techniques for estimating using the ACE Team Benchmarking Process
3. A greater understanding how planning and scheduling can be the cornerstone for a broader approach to maintenance improvement within your organization

In addition, we will help ensure you have other best practices in place for becoming a profit-centered operation. They will be tailored for both plant and facilities maintenance operations participants' that want to achieve measurable bottom line results.

Still not sure if this program is for you? If your answer is **YES** to these following important questions then you must attend.

1. If you could receive a 5 to 1 return on investment, would you invest?
2. Could you use a 10% to 30% increase in wrench time; Craft Utilization?
3. Are you a takeover target for contract maintenance that is more productive?

**ACE TEAM
CERTIFICATION**
see pg. 5 for
more information

What is a TrueWorkShop?

The Maintenance Excellence Institute believes that the **principles** and **practices** covered can be taken back and put into practices for a true return on investment for the training. We provide:

- ✓ Extensive practical exercises on key topics
- ✓ Extensive idea sharing and instructor's case studies from over 300 plant and facility sites.
- ✓ Each attendee with today's most comprehensive benchmarking tool; *The Scoreboard for Maintenance Excellence* to complete prior to start date. Results will be strategic, tactical and operational. "Do It Now" plans of action for the 27 best practice topics.
- ✓ A clear understanding of today's best practices is so important to successful implementation.

We have helped very large organizations develop a client specific **Scoreboard for Maintenance Excellence**. We have found that best practice training is necessary so an organization truly understands the full potential of our assessment results.

This TrueWorkShop is Tailored for Participants for Manufacturing Plant and Fleet Maintenance, Pure Facilities Maintenance and Healthcare Operations

The Maintenance Excellence Institute

Worldwide Services – Measured Shop Level Results
www.PRIDE-in-Maintenance.com

Who Should Attend?

- Storeroom Managers
- Storeroom Supervisors
- Maintenance Planners
- Maintenance Schedulers
- Storeroom Staff
- Maintenance Foremen
- Maintenance Supervisors
- Maintenance Coordinators
- Plant Engineers
- Plant Directors
- Facility Managers
- Property Managers
- MRO Purchasing Procurement Staff
- Maintenance Managers

Work Shop Topics

Below is the program agenda and we also provide these four very important deliverables in an easy to use Excel format

1. **The Scoreboard for Maintenance Excellence** - Today's most comprehensive benchmarking tool for each attendee's operation that benchmarks your site against today's best practices. Facilities maintenance organizations will receive **The Scoreboard for Facilities Management Excellence**
2. **The CMMS Benchmarking System** - For defining how well a current CMMS is supporting best practices and for gaining maximum value from an existing CMMS
3. **The Reliability & Maintenance Excellence Index** - A powerful measurement process to validate shop level results and return on investment in maintenance improvement
4. **The ACE Team Process** - Today's most progressive and easy to use methodology for defining reliable planning times and quality repair methods. A complete *how to* procedure's manual for implementing this process of estimating

Day One:

Building the Foundation for Effective Planning, Estimating and Scheduling

- Introductions and TrueWorkShop Objectives
- Continuous Reliability Improvement of All Maintenance Resources
- Today's Maintenance Challenges - Planning is Critical
- Selling the Benefits of Planning and Scheduling to;
 - ✓ Management
 - ✓ Maintenance
 - ✓ Operations
 - ✓ Purchasing and the Storeroom
- Ensuring Your Maintenance Storeroom Supports the Planning Process
- How Planning and Scheduling Improves Craft Productivity
- Organizing and Managing a Maintenance Planning and Scheduling Process
- Planner/Scheduler Selection and Key Roles Responsibilities
- Planner/Scheduler Job Description Examples
- Maintenance Best Practices Needed for Effective Planning/Scheduling excerpts from;
 - ✓ The Scoreboard for Maintenance Excellence
 - ✓ The CMMS Benchmarking System
- Backlog Management and Defining True Maintenance Requirements to Management

Day Two:

Planning and Estimating

- Steps for an Effective Planning Process
- Screening Work Request, Evaluating the Job for Scope of Work, Dealing with Scope Creep
- Informational Support-The Maintenance Technical Library

The Maintenance Excellence Institute

Worldwide Services – Measured Shop Level Results
www.PRIDE-in-Maintenance.com

- Job Research, Detailed Planning and Breakdown of Job Steps
- Job Preparation and the Planned Job Package
- Getting Feedback on the Job Plan
- Coordinating Equipment Access, Permitting, Safety and Compliance Issues
- Detailed Planning of Materials, Tools and Equipment
- Responsibilities of the Planner/Scheduler to the Materials Management Process
- Materials Management's Support to Proactive, Planned Maintenance
- Why Reliable Planning Times and Estimating is Important
- Various Methods for Estimating and Work Measurement in Maintenance
- The ACE Team Process; A Consensus of Experts to Estimating Maintenance Type

(Note: A 2-day certification course is available following most of TMEI's 3-day Planning, Estimating and

Scheduling events. For details on the ACE certification process for planners go to <http://www.pride-in-maintenance.com/TrueWorkShop-summary> for this exclusive offering by TMEI)

- ✓ Using Craft Experts for Developing Reliable Planning Times for Benchmark Jobs
- ✓ How the ACE Team Can Improve Repair Methods, Safety and Quality
- ✓ Developing Your ACE Team of Experts
- ✓ Key Steps in Developing Reliable Planning Times for Benchmark Jobs
- ✓ Using Benchmark Job Spreadsheets for Estimating Wrench Time
- ✓ Factors in Determining Total Planned Time for the Schedule
- ✓ Using the Job Estimating Worksheet for Total Planned Job Time for Scheduling

Day Three:

Scheduling, Job Execution and Measurement of Results

- Successful Scheduling Requires Effective Backlog Management
- Coordination Required by Planners for Successful Scheduling
- Preparation for the Weekly Coordination Meeting
- Scheduling Techniques
- Preparing Schedules, Job Loading & Job Schedules
- Key Guidelines for Completing the Scheduling Process
- Supervisor Responsibility for Job Execution
- Handling Schedule Adjustments
- Job Close-Out, Follow-Up and Schedule Compliance, Measuring Bottom-Line Results for Investments in Planning/Scheduling
- Measuring Performance of the Planning and Scheduling Function
- Measuring the Performance of the Overall Maintenance Operations
 - ✓ Selecting Key Performance Metrics
 - ✓ Developing a Maintenance Excellence Index
- Planner's Role in Project Type Work
- Dealing with Estimating Uncertainties (Estimating, Probability and Risk)
- Brief Introduction to the Earned Value Analysis Technique for Major Projects
- Attendee Presentations of "Where Do We Go From Here"
- Conclusion and Final Review

If results from this TrueWorkShop do not provide at least a 10 to 1 Return on Investment, to cover your time and training costs, you will receive a complete refund.

Ralph W. Peters
Founder-President-Coach for TMEI

The Maintenance Excellence Institute

Worldwide Services – Measured Shop Level Results
www.PRIDE-in-Maintenance.com

Your Instructors and Coaching Team



Ralph W. (Pete) Peters the Founder/President of The Maintenance Excellence Institute is your primary instructor. His experience of over 40 years has included being a manufacturing plant manager at two sites; director of facilities management. He has had extensive maintenance experience within the US Army beginning in Vietnam (1970) and with the US Army Corps of Engineers building what is now called, the National Highway.

He consults and provides maintenance best practice training in over 20 countries, written maintenance chapters in four books as well as a book on *Maximizing the Value of Your CMMS*. In 2006, he wrote and published *Maintenance Benchmarking & Best Practices* for McGraw-Hill's professional book division.

Pete's positive approach and his experience from consulting, allows him to be an excellent coach for today's top leaders, maintenance leaders and craft leaders. His worldwide **PRIDE in Maintenance** initiative will be highlighted in his next book with key topics from this universal book included in all of his worldwide **TrueWorkShops**.



Robert E. "Bob" Gaskins, Vice President of TMEI and President of The Vision Team, (his own company), supports all TMEI events. **The Vision Team** specializes in motivational instruction and results-based facilitation for applying today's best business practices.

Bob has over 40+ years of manufacturing and maintenance experience and always brings a "magic touch" and down home humor to each TMEI event. His real world experiences as a sales engineer for technical equipment adds great value as does the true case studies on the need for maintenance excellence for new equipment installations. He supports our Maintenance Excellence Services area with on-site consulting.

Bob is also directly responsible for public training events in the USA, Alliance Team Member support and other key areas within TMEI.

Even in Good Economic Times Maintenance is Forever!

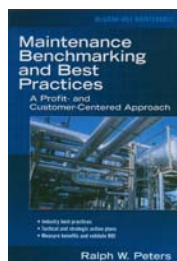
Understanding the True Value of Maintenance:

Regardless of the type of operation, Top Leaders must understand the "true value of maintenance."

Maintenance Leaders must develop and nurture an organizational culture that clearly supports long-term continuous maintenance improvement.

Training for Maintenance Excellence supports our belief in the basics and building upon basic best practices as the foundation for advanced maintenance practices that achieve reliability and maintenance excellence.

An Extensive Reference to Take Home:



TMEI provides more electronic references than any other course now being offered in the world. This workshop is based on Pete's book from McGraw-Hill's professional division: *Maintenance Benchmarking and Best Practices: A Profit and Service-Centered-Approach*.

Each attendee will receive an e-book copy of this book plus many, many more valuable references on CD. The electronic version is included to allow easy application and duplication of all materials in this book.

All PowerPoint's used and "The Mother of All Maintenance and MRO Materials Management Glossary" are included.

Take An Important First Step:

This training process is for application and not theory, and like the book, it is for both the public and private sector. It is for all types of maintenance operations: plant, facilities, hospitals and fleet maintenance.

Remember, we guarantee this **TrueWorkShop** will help provide you with the important steps to improve the maintenance process and the business side of the maintenance storeroom in your operation.

The ACE* Team Process Certification

The [Certification for the ACE Team Process for Estimating](#) is an exclusive certification available only from TMEI and designed *specifically* for planners. The complete process, which ranges from selecting and analyzing benchmark jobs for actual wrench time for job tasks; developing spreadsheets; to the development of the planned wrench time.

The result is a schedule with reliable planning times that includes planned travel and other miscellaneous time which is not considered wrench time.

This process trains the planner to analyze their job tasks (that also become standard job plans) in terms of repair method, safety, quality and reliability issues.

Several delivery options are available for this exclusive, TMEI stand-alone course for planner certification.

- a) As a supplement to our 3-day or 5-day Planning, Estimating and Scheduling offerings.
- b) As a 2-day public session with pre-course and post-course work.
- c) As a self-paced, self-study, TMEI facilitator led and directed course requiring no travel. **Note:** This training support for planners is included at no charge as part of [The Scoreboard for Maintenance Excellence](#) assessment for the client's existing or new planners.

IMPORTANT NOTE: TMEI is seeking three more beta sites for new ACE Team Process Application features. If you are interested please contact us. We would welcome the opportunity to discuss this option which offers many additional benefits for you and your company.

***ACE** is an acronym for **A** Consensus of **E**xperts who knows and has performed maintenance work.

We Personally Guarantee This TrueWorkShop

We will give you the firepower and knowledge needed to reinforce your current maintenance needs to the Top Leaders in your organization.

We can personally help you make a difference in the total operations success of your organization after you attend this event!

Top Leaders must clearly understand your needs and the consequences of gambling with maintenance costs.

Training is Not Over When it's Over!



Your company will benefit most if you attend as part of a 2-3 person company team. There will be scheduled practical exercises with facilitation support from MEI staff. The workshop **“is definitely not over when it's over”**.

Yogi Berra once said, “It ain't over until it's over!”

Following completion of this [TrueWorkShop](#) a personalized follow-up will be scheduled for each attending participant and organization. Our one-on-coaching will help you to apply the key topics. Successful implementation is your key to results!

The Maintenance Excellence Institute

Worldwide Services – Measured Shop Level Results
www.PRIDE-in-Maintenance.com

TRAINING INVESTMENT:

*Your Investment of \$990 per person for a 3-Day Session is the World's Best Educational Value!! In Fact, register 3 and the 4th person attends for FREE!
That is a 25% savings for a Team of 4.*

Investment:

Training is an investment and *all* of TMEI's **TrueWorkShops** are today's best value. They are results-oriented and focus on implementation.

For a 3-day session your investment is \$990 per person, but pay for 3 and send a 4th person **FREE**. That is an immediate and a direct savings of 25%.

Workshop schedule is from 8:00 AM to 4:00 PM each day. All lunches and reference materials are included. Dress is casual.

- a) **Provide a purchase order number:** We will send an electronic invoice to your organization*
- b) **Send checks payable to:** The Maintenance Excellence Institute
6809 Foxfire Place, Suite 100 ♦ Raleigh, NC 27615
- c) **Purchase online:** Visit www.PRIDE-in-Maintenance.com. We accept Visa, MasterCard and American Express
- d) **Direct Bank Deposit:** Contact Bob Gaskins at 919-841-0705 for direct wire transfer information of your payment*

**Please call Bob Gaskins at 919-841-0705 with the names of your attendees for certificates, or if you need any assistance.*

For More Dates and Locations Please Download Our [2010 Schedule](#)

In-House Opportunities With No Boundaries!

**We Can Help You Plan This Program at Your Site as a Customized In-House Event No Matter Where You are Located.
For More Information Please Contact:**

Bob Gaskins
919-841-0705 ♦ E-Mail: Bob@PRIDE-in-Maintenance.com

Ralph "Pete" Peters
919-280-1253 ♦ E-Mail: Pete@PRIDE-in-Maintenance.com