

Reliable 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

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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:

- **Introductions:** TMEI Staff and Participants
 - ✓ Attendees Present Their Top Five Challenges (Pre-Course Work)
 - ✓ Select Challenge for Improvement Plan of Action
 - ✓ Begin Planning Team Presentation for Day Three
- Types of Maintenance and Storeroom Organizational Structures
 - ✓ Storerooms Reporting to Maintenance
 - ✓ Storerooms Reporting to Others
 - ✓ Being Successful Regardless of the Current Organization Chart
- Why Maintenance Operations Must Have Effective Stores and MRO Procurement
- Productivity and Gained Value: How to Measure Both for Your Storeroom
- How to Improve Total Operations Culture & **PRIDE-in- Maintenance™**
- Case Study One: BigLots
- Handling Obsolescence via Support From Engineering
- How Planning & Scheduling Depends on Effective Stores and Procurement
- The Storeroom-Planner Partnership for Storeroom Excellence
- How Effective Storerooms Support Improve Crafts Productivity
- Modernizing Storeroom Operations to Improve MRO Customer Service
- Storeroom Facilities Planning, Storage Equipment and Materials Handling
- Review of Storeroom Storage and Materials Handling Equipment

Day Two:

- Selecting Physical Location, Developing Layouts and Space Considerations
- What Are Optimal Storeroom Dimensions?
- How to Deal with a Small Storage Space and Maximize Cube Utilization
- Determining Storage, Lighting, and Security Requirements
- New Tools for Developing the Floor Plan
- Solving Special Storage Challenges
- Life Safety Requirements for Material Storage and Handling
- Improving Receiving and Storage Methods &

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- Stock Issuing Processes
- Using Bin Location & Parts/Stock Identification Systems
- Hierarchical Systems vs. Unique Stock Numbers
- Qualifying Word List Examples & Describing Items for Cataloging and Repurchase
- Implementing Parts Staging, Delivery, Self-Service Items
- Controlling Shop/Bench Stock, Satellite & "Secret" Stores
- Inventory Management Best Practices
- Regular Spare Parts and Critical Spares
- Identifying Spares Requirements
- What is really critical to the operation?
- Who decides to buy, what and when?
- Inventory management and cycle counting
- Storeroom performance measurement
- Improving MRO Materials Management and Procurement
- MRO Purchasing Roles & Responsibilities:
- Purchasing Integration with Maintenance, Vendors and Finance
- Case Study Two: ArvinMeritor (Rockwell International)
- Developing and Building a Usable Catalog the Crafts Will Use
- Computer Searches, Printed Catalogs, Listing Order and Indexes
- How Pictures and Exploded Views Can Make Life Much Easier
- How to Avoid Common Cataloging Mistakes
- The Perpetual Inventory System

Day Three:

- Streamlining Issues, Receipts, and Returns
- Annual Physical Inventory versus Cycle Counting Best practices
- The Question of Security
- Controlling Additions and Deletions to Parts Master Database
- The Cost of Purchasing and Inventory Carrying Costs
- Managing Inventory Cycles and Usage Rates
- Determining Reorder Points and Safety Stock Requirements
- Improving Lead-times by Streamlining the Purchasing Process
- Establishing Proper Order Quantities
- Shipping Options and Lowering Freight Costs
- Reducing Inventory Value through Consignment and Delivery Contracts
- ABC and XYZ Analysis
- Improving Inventory Turnover Rates
- Measuring and Improving Supplier Performance
- Applying New Technologies for MRO Materials Management & Procurement
- Case Study Three: Rockwell Automation
- Establishing Vendor Stocking Plans
 - ✓ Vendor Stocking Options
 - ✓ Good and Bad Examples
 - ✓ Keeping Tabs on Supplier Restocking Plans
- Bar Coding & Radio Frequency Identification (RFID): Hardware, Software & Formats
- Using the Full Capabilities of the Internet: Present & Future
- Contract Storerooms: The Good, Bad and the Ugly
- Cost Benefits of Storeroom Modernization
- Why Support to Storeroom Modernization is Essential?
- Achieving and Validating Results with Your **Maintenance Excellence Index™**
- Maximizing the Value of CMMS to Support MRO Materials Management
- Using **The CMMS Benchmarking System™**
- Evaluating Computerized Inventory Systems
- Key Training Needs for Your Storeroom Staff
- Effective Supervision & Leadership Skills
- Storeroom **Continuous Reliability Improvement™**
- Team Presentations of Storeroom Improvement Project Plan of Actions
- Presentation of Certificates

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

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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!

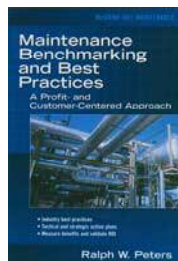
Understanding the True Value of Maintenance:

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.

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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!

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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 [2011 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:

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