



**BII WORLD**  
Engage • Enlighten • Empower



# MAINTENANCE PLANNING & SCHEDULING



Online Live Sessions



20 hours of virtual learning experience

08 - 12 April 2024

12:00 - 16:00 Australia & PNG Time

10:00 - 14:00 Philippines & Malaysia Time

[www.biiworld.com](http://www.biiworld.com)



# Instructor: Andy Gager

Andrew has been recognized as an industry leading expert in facilitation, global implementations of operations best practices, maintenance systems, and supply chain with over 20 years of industry experiences ranging from warehousing operations to plant management and over 20 years of consulting and facilitating trainings. Mr. Gager has worked extensively in the manufacturing, oil & gas, food & beverage, facility management, power gen, pharma, and transportation industries. Andrew specializes in optimizing operations, maintenance best practices, materials management and has facilitated dozens of international improvement initiatives. Currently Andrew is the CEO of AMG International Consulting, Inc. where his focus is developing, implementing, and supporting reliability-based solutions within the overall Asset Performance Management system.

As an accredited “Certified Maintenance Reliability Professional” (CMRP), “Certified in Production and Inventory Management” (CPIM), “Certified Reliability Leader” (CRL), “Six Sigma Green Belt” (CSSGB), and Certified Asset Management Assessor (CAMA). Mr. Gager holds a BS degree in Business & Operations Management from Rochester Institute of Technology.

Andrew is also a distinguished author with articles published in numerous trade magazines and referenced as a contributing expert in the field of Leadership, Change Management, MRO/Supply Chain Management, and overall Operational Improvement. He regularly speaks at industry webinars, podcasts, and conferences. He receives accolades for his facilitation and training skills. He has facilitated dozens of trainings including Maintenance & Reliability Best Practices Review (CMRP), Certified Asset Management Assessor (CAMA), Planning & Scheduling, MRO Best Practices, Leadership & Supervision, and many others.

Mr. Gager is a member of the SMRP Skills Development Committee, SMRP Exam Writing Committee, The iAM Competency Committee, and US/TAG ISO55000 Representative.

## “ TESTIMONIALS ”

Andy’s explanations and illustrations are 100% relevant to our environment and he makes it so simple to understand! - Maintenance Manager from Food & Beverage Industry

Andy’s presentation skills and examples were rich in content and relatable! - Team Lead from Transportation Industry

Learning from the most experienced instructor, delivering decades of not only theory but application was a joy! - Director of Maintenance from Oil & Gas Industry

Andy’s presentation skills and relating it to real life examples was excellent and made the sessions enjoyable! - Division Manager from Food & Beverage Industry

If I have another opportunity to attend one of Andy’s trainings, I will most definitely! - Operations Manager from Water Utility Industry

Andy challenged us and his presentation style is excellent! - Plant Manager from Consumer Goods Industry

The training was well defined. The content was related to our current state, and course was interesting, and interactive. The instructor was knowledgeable and has great experience and covered all our questions in detail and used examples to reinforce! - VP of Manufacturing from Manufacturing Industry

The course instructor was knowledgeable and responsive to questions. Highly recommend for teaching and consulting! - Head of Asset Management & Integrity from Oil & Gas Industry



## Course Overview:

A key element to any organization's success is having a maintenance department running at optimal effectiveness and efficiency. To achieve this, it is essential to have competent work preparers / schedulers that can ensure the maintenance workforce is provided the right information, tools, and materials. However, very few have been formally trained which leads to inefficiencies across both maintenance and operations. As a result, proficient work preparers with the proper knowledge and training are in high demand.

Maintenance Planning & Scheduling is a 5-day (20 Hours) interactive online training course designed to provide maintenance planners with proven techniques, tools, and effective procedures that promote efficiency, effectiveness, and direct utilization of the maintenance workforce. This in turn influences the reliability, availability, and the maintainability of an organization's assets. It offers a thorough overview of the Work Management Process with emphasis on world class Maintenance Planning & Scheduling.

The daily sessions will provide you with the essential knowledge and expertise to give you the confidence of a seasoned professional. By developing and implementing a sound Planning & Scheduling process you can help organizations increase the likelihood of achieving objectives, improve the identification of opportunities and threats and effectively allocate and use resources for risk and asset management application.

## Learning Objectives

This highly interactive course is designed to provide a training environment that maximizes the interaction between attendees and the instructor. Participants will complete and review daily exercises designed to enhance and reinforce knowledge retention and provide the best opportunity for success.

- Understand how maintenance supports World Class Asset Management
- Identify the benefits planning and scheduling has on Maintenance productivity and utilization
- Demonstrate the skills to plan PM, PdM & CM work
- Identify the indicators and understand the benefits of integrating asset management processes and systems
- Acquire the knowledge to identify, analyze, and implement Risk Based Strategies
- Learn the principles of Asset Management
- Apply strategic plans to achieve Asset Management best practices by integrating Planning & Scheduling with organizational goals objectives.



## AUDIENCE (Who should attend):

Maintenance Planning & Scheduling was designed specifically for individuals participating in or aspiring to further their professional careers and accreditation.

### Title/Department:

1. Maintenance Planners & Work Preparers
2. Managers/Supervisors/Leadership
3. Reliability Engineers
4. Maintenance Leads/Supervisors
5. Operations Supervisors
6. CI Leaders
7. Maintenance & Reliability Professionals

### By Sector:

1. Manufacturing
2. Oil & Gas
3. Consumer Goods
4. Facilities
5. Utilities & Power Gen
6. Food & Beverage
7. Petrochemical/Chemical
8. Pharma



# AGENDA:

## Day 1:

### Work Identification:

- Everyone daily shall be identifying work, create notifications, or follow-on workorders from proactive activities.
- Planner runs daily Notification to begin the process of reviewing new work identified.
- Maintenance Manager will set daily expectation for operations and technical teams to report work as work identification.
- Planner, Maintenance Manager and Maintenance leads will review daily, any outstanding work identified for approval or rejection. Break

### Planning Job:

- Planner shall execute the daily approved work by creating workorders and job packets
- Workorder shall include:
  - ☛ Detailed description of work.
  - ☛ Estimated labor.
  - ☛ Materials attached to the Components Tab and Services purchased in Ariba.
  - ☛ When all 3 tasks above are completed, the job will be changed to “Planned” to trigger the next step scheduling.

## Day 2:

- Planner shall report weekly the Planned work by area, number of workorders and total hours ready to schedule.
- Maintenance Manager shall allow planning team to execute the plan by allowing planners to plan at least 4 weeks ahead.

### Scheduler:

- Develop a preliminary weekly work schedule
- Develop a final weekly work schedule
- Develop a 4-week future schedule to include shutdowns

### Maintenance Manager:

- Measure effectiveness of planning schedule. Weekly schedule, future work and shutdown planning  
Maintenance Supervisor and Production Supervisor
- Align on schedule work by priority
- Develop a 4-week future schedule to include shutdowns

## Day 3:

### Work Execution:

- Maintenance Supervisor and Production
  - ☛ Weekly Assign job
  - ☛ Prepare work area
- Maintenance Supervisor and Production
  - ☛ Measure effectiveness of work execution
  - ☛ Work Close-Out:
  - ☛ Work Identification:



## AGENDA:

### Day 4:

- Everyone daily shall be identifying work, create notifications, or follow-on workorders from proactive activities.
- Planner runs daily Notification to begin the process of reviewing new work identified.
- Maintenance Manager will set daily expectation for operations and technical teams to report work as work identification.
- Planner, Maintenance Manager and Maintenance leads will review daily, any outstanding work identified for approval or rejection. Break

### Work Close-Out:

- Planner
  - Technician Confirmation
  - Confirm time and materials
  - Capture technical history
  - Technically close work order
  - Implement preventative maintenance improvements

### Day 5:

- Maintenance Manager
  - Measure effectiveness of work Close-Out

### Monthly KPI Measure for success:

- Planner and Maintenance Manager:
  - % PM Compliance
  - % Preventative Maintenance SAP Labor (Proactive/Reactive)
  - % Planned Work completed
  - % Labor hours Utilization
  - % of Work identified from follow-on workorders from proactive activities.



Does BII Online Virtual Training have the same value as traditional classroom training?

Yes, BII Online Virtual Training offers participants; same training system as in-person, i.e face-to-face engagement with instructors, course material, interactive participation of all delegates, and personal support that they would expect to find in a traditional classroom.

What are main features of your online courses? Are they on-demand? Is it different content from the in-person offering?

The content of the virtual training is similar to the in-person sessions and customized presentation makes it a richer online learning experience. As always, we will share presentation materials with attendees for later reference.

The online courses are not on-demand and recordings cannot be purchased. They are set on scheduled dates, live with an instructor and co-host via webinar software. While the day is shorter than an in-person session (4hrs vs 8hrs), timing are adjusted to accommodate attendees in different time zones and allow more time for one-on-one conversations via the Q & A.

What are the technical requirements for participation in a virtual course?

All you need to participate in virtual training are:

- Desktop or Laptop or Tablet Computer, and Internet connection
- Webcam
- Headset with built-in microphone

Can I attend an online training session if I have a Macintosh computer?

Yes, Our Online training systems does allow Macintosh computers, PCs, and computers running Linux to easily enter any of our online training sessions.

What type and version of browser will I need for online classes?

It is recommended that you use the latest version of Firefox, Chrome or Internet Explorer for Windows and Firefox or Safari for Mac. Each of these is available for free download and also suggested you have the PDF Reader

How do I have access to the trainer for questions?

As in the classroom, you will see the trainer in front of you and have the opportunity to ask questions at any time - all via audio and video transmission.

Is there a mute option within an online training session to minimize background noise from my audio connection?

Yes, the Mute button will display to the right of your name as you hover your mouse over your name shown in the Participants panel on the top, right side of the Web conferencing screen.

What if I miss few sessions of the online training program?

The training will be simultaneously recorded which will be provided to you as per request & requirement

Do I get a Certificate at the end?

Yes, you will get a PDF version of your certificate of completion



Please complete this form and send it back to:  
E-mail to: **mithun.siddartha@biiworld.com**

**Event Code: OL TE 77**

## Delegate Details

- Name: Mr/Mrs/ Ms .....  
.....  
Job Title: .....  
Email: .....
- Name: Mr/Mrs/ Ms .....  
.....  
Job Title: .....  
Email: .....
- Name: Mr/Mrs/ Ms .....  
.....  
Job Title: .....  
Email: .....

## Payment Details

**METHOD:** CREDIT CARD  OR WIRE TRANSFER

Please debit my

Visa     Eurocard /Mastercard     Amex     Diners club

Card Billing Address:.....

Street: ..... City:.....

Zip/Postal: .....

Card Holders Name: .....

Email Address: .....

Card Holders Signature: .....

Card Number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Credit Card CVV2/ CVC / CID Number:

Visa / Mastercard    (3-digit code on the back)    Amex (4-digit code     on the front)

Valid from:   /   Expiry Date:   /

I agree to BII debiting my card

## Company/Organisation Detail

Name: .....  
Person to Contact:.....  
Email: .....  
Address: .....  
.....  
City: .....  
Country: .....  
Contact No: .....  
Type of Business: .....  
Website: .....

### Authorization and Acceptance of Sales Contract & Terms & Conditions

I hereby declare I am authorised to sign this contract and terms & conditions in the name of the company/organisation:

Name:.....

Date:.....

Signature:.....

**Delegate Fee**  **US 1199 Per Person**

20 USD administration charge and any applicable withholding or any other tax or fee will be applied

### TERMS & CONDITIONS:

**1. Payment terms:** BII World LTD requires the full payment of the invoiced amount within 7 working days from the issue date of the invoice. BII World LTD reserves the right to refuse entry to any client who does not pay the invoice in full and on time. The registration fee includes: Training documentation and admission to all training sessions.

**2. Cancellation by client:** The client has the right to cancel his/her participation in the event. Cancellation must be received by BII World LTD in writing either by mail or fax. If the client cancels the event, he/she will get two options:

**A. CREDIT NOTE:** Choose 2-year credit note, BII World LTD will send all the schedule training event details throughout the year. Delegate has the right to choose and attend any of the training programs (valid 2 years).

**B. NOMINATION:** In this option delegate can nominate/refer someone from his/her group/company to attend the particular training program on behalf of the actual delegate.

**3. Cancellation by BII World LTD :** While every reasonable effort is made to adhere to the advertised program, circumstances can arise which may cause changes in the program, including but not limited to changes in the content, date(s), or special features of the planned event. Such circumstances include but are not limited to acts of terrorism, war, extreme weather conditions, compliance with government requests, orders and legal requirements, failure of third-party suppliers to timely deliver, and failure to register the minimum target number of attendees for a given event. BII World LTD reserves the right to change the content, date(s), and/or special features of an event, to merge the event with another event, or to postpone it or cancel it entirely as appropriate under the circumstances. Client agrees that BII World LTD shall not be liable for any cost, damage or expense which may be incurred by client as a consequence of the event being so changed, merged, postponed or cancelled and client agrees to hold BII World LTD harmless and to indemnify BII World LTD in case of liability caused by any such changes, mergers, postponements or cancellations.

**4. Cancellation of the event:** In case BII World LTD cancels an event, then client can choose any of the below mentioned options:

(a) BII World LTD will refund full payment to the client within 15 business days.

(b) Client can choose the credit option for 2 years, for more details please read term no-2 part (a)

**5. Postponement of the event :** In case BII World Ltd postpones the event to a new date, then client can choose any of the below mentioned options.

(a) The client can attend the course on the postponed dates.

(b) Client can choose the credit option for 2 years, for more details please read term no-2 part (a)

**6. Client's identification information.** By signing of this sales contract and these terms and conditions the client gives full right to BII World LTD to share the client's identification information, i.e. client's name, address, email addresses, phone numbers and names of representatives and website with other clients who participated in the same event. The client has the right to opt out of this clause by written notice to BII World LTD.

**7. Governing law:** This contract shall be governed by and construed in accordance with the laws of the Province of Alberta, Canada. Any disputes arising under or in connection with this registration form shall be settled before the competent court in Canada.

**8. Indemnification:** To the fullest extent permitted by the law, you agree to protect, indemnify, defend and hold harmless BII World LTD, its owners, managers, partners, subsidiaries, affiliates, officers, directors, employees and agents, from and against any and all claims, losses or damages to persons or property, governmental charges or fines, penalties, and costs (including reasonable attorney's fees) (collectively "the Claims"), in any way arising out of or relating to the event that is the subject of this contract, and regardless of negligence, included but not limited to, Claims arising out of the negligence, gross negligence or intentional misconduct of BII World LTD employees, agents, contractors, and attendees; provided, however, that nothing in this indemnification shall require you to indemnify BII World LTD Indemnified parties for that portion of any Claim arising out of the sole negligence, gross negligence or intentional misconduct of the BII World LTD parties.

**9. Other currencies.** In case that client requests payment in other than official currency (USD), BII World LTD reserves the right to apply 5% currency risk surcharge to the actual exchange rate.

**10. Other Conditions:** Any terms or conditions contained in the client's acceptance which contradict or are different from the terms and conditions of this registration document shall not become part of the contract unless individually negotiated with BII World LTD and expressly accepted by BII World LTD.