



*Training Course:
Maintenance Planning & Scheduling*

*29 November - 3 December 2026
Dubai (UAE)*

Training Course: Maintenance Planning & Scheduling

Training Course code: SC236622 From: 29 November - 3 December 2026 Venue: Dubai (UAE) - Training Course Fees: 5390 € Euro

Introduction

The **Maintenance Planning & Scheduling** training program, designed by **Global Horizon Training Center**, provides maintenance professionals with the essential knowledge and structured methodologies required to plan, schedule, coordinate, and control maintenance activities effectively.

The program focuses on transforming maintenance requirements into executable work plans by addressing work identification, prioritization, job planning, resource estimation, materials coordination, backlog management, scheduling, preventive maintenance, shutdown activities, and performance measurement. Participants will develop practical approaches for improving maintenance productivity, equipment availability, resource utilization, and overall maintenance effectiveness.

Training Objectives

By the end of this program, participants will be able to:

- Understand the principles of effective maintenance planning and scheduling.
- Distinguish clearly between maintenance planning and maintenance scheduling.
- Develop comprehensive maintenance work plans.
- Establish effective work identification and prioritization processes.
- Estimate labor, materials, tools, and time requirements.
- Develop and manage maintenance work orders.
- Control and optimize maintenance backlogs.
- Develop weekly and daily maintenance schedules.
- Coordinate maintenance activities with operations and other departments.
- Improve preventive maintenance planning and scheduling.
- Apply effective shutdown and major maintenance planning principles.
- Use maintenance KPIs to evaluate planning and scheduling effectiveness.
- Apply CMMS concepts to support maintenance work management.
- Improve equipment availability and maintenance productivity.

Course Methodology

The course uses an interactive and application-oriented methodology combining:

- Instructor-led technical presentations
- Maintenance planning scenarios
- Work-order planning exercises
- Scheduling examples and exercises
- Maintenance case studies
- Backlog and priority analysis
- KPI interpretation and performance analysis
- Group discussions and problem-solving activities
- Examples of maintenance planning documentation and workflows

Organizational Impact

The program will support organizations in:

- Improving maintenance workforce productivity.
- Reducing equipment downtime.
- Increasing equipment availability and reliability.
- Improving coordination between maintenance and operations.
- Optimizing manpower, materials, and maintenance resources.
- Reducing emergency and unplanned maintenance activities.
- Improving work-order quality and execution.
- Establishing better control over maintenance backlogs.
- Improving preventive maintenance effectiveness.
- Strengthening maintenance performance measurement.
- Creating a more structured and proactive maintenance environment.

Target Audience

This program is suitable for:

- Maintenance Planners
- Maintenance Schedulers
- Maintenance Engineers
- Maintenance Supervisors
- Maintenance Coordinators
- Reliability Engineers
- Mechanical and Electrical Engineers
- Operations and Production Supervisors
- Planning Engineers
- Asset Management Personnel
- CMMS Users and Administrators
- Technical personnel involved in maintenance planning and execution

Outlines

Day 1 - Maintenance Management & Planning Fundamentals

Building the Maintenance Planning Framework

- Maintenance management objectives and responsibilities
- Maintenance contribution to operational performance
- Corrective, preventive, predictive, and proactive maintenance
- Planned versus unplanned maintenance
- Maintenance planning versus scheduling
- Roles and responsibilities of maintenance planners
- Maintenance workflow from request to completion
- Work identification and maintenance requests
- Work-order lifecycle
- Establishing maintenance priorities

- Emergency versus routine maintenance
- Planning standards and maintenance best practices

Day 2 - Work Planning & Resource Requirements

Developing Executable Maintenance Work Plans

- Defining maintenance job scope
- Developing detailed job plans
- Breaking maintenance work into logical activities
- Job sequencing and task identification
- Estimating maintenance labor requirements
- Estimating job duration
- Identifying required skills and competencies
- Tools and equipment requirements
- Spare parts and material planning
- Technical documentation and maintenance instructions
- Job safety requirements and permits
- Standard maintenance jobs
- Creating effective job packages
- Improving work-order quality

Day 3 - Maintenance Scheduling & Resource Optimization

Turning Maintenance Plans into Effective Schedules

- Principles of effective maintenance scheduling
- Planning versus scheduling responsibilities
- Maintenance backlog classification
- Backlog analysis and control
- Determining work readiness

- Weekly maintenance scheduling
- Daily maintenance scheduling
- Manpower loading and capacity planning
- Resource allocation and optimization
- Balancing workload against available resources
- Coordination with production and operations
- Managing schedule changes and urgent work
- Schedule compliance and execution monitoring
- Managing schedule interruptions

Day 4 - Preventive Maintenance, Shutdowns & CMMS

Integrating Maintenance Strategies into the Schedule

- Preventive maintenance planning principles
- Developing effective PM schedules
- Frequency and interval considerations
- Avoiding excessive or ineffective preventive maintenance
- Integrating corrective and preventive work
- Predictive maintenance inputs to planning
- Introduction to shutdown and turnaround planning
- Shutdown work identification and scope control
- Resource planning for shutdown activities
- Scheduling shutdown maintenance
- Contractor coordination
- CMMS fundamentals
- Work-order management through CMMS
- Using maintenance history for future planning
- Improving maintenance data quality

Day 5 - Maintenance Performance & Continuous Improvement

Measuring and Improving Planning & Scheduling Effectiveness

- Maintenance performance management
- Selecting appropriate maintenance KPIs
- Schedule compliance
- Planned maintenance percentage
- Emergency work percentage
- Backlog size and age
- Maintenance labor utilization
- Mean Time Between Failures MTBF
- Mean Time to Repair MTTR
- Equipment availability
- Analyzing planned versus actual maintenance performance
- Identifying causes of schedule failure
- Maintenance planning and scheduling audits
- Continuous improvement of maintenance workflows
- Building a proactive maintenance culture
- Developing maintenance improvement priorities
- Final review and key learning points

Registration form on the Training Course: Maintenance Planning & Scheduling

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

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