PLANNING MASTERY: FROM FUNDAMENTALS TO EXPERTISE SYLLABUS

Level: 0 **Duration:** 10.00

Course Name	Lessons

Reliability Asset Management Program (RAMP) Introduction for Planning Services

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1. Reliability Asset Management Program (RAMP)
    - Explain the purpose of the Reliability Asset Management Program (RAMP).
    - Explain the relationship between RAMP and the service provided by the planning and maintenance function.
    - Identify the four elements of RAMP.
    - Identify the six processes within RAMP.
    - Recall 3-4 best practices for RAMP.
    - Identify RAMP strategies.

2. Maintenance Management Process (MMP)
    - Identify the three key elements of High-performance Organizations.
    - Identify the two key sub-elements related to planning.
    - Describe the Maintenance Management Process.
    - Identify the four phases of the Maintenance Management Process.

The Value of Planning

2

1. Understanding Planning Basic
    - Recall the definition of planning for heavy industry maintenance and projects.
    - Identify essential functional responsibilities for a planning role in maintenance or projects
    - Recall the common acronyms used in planning.
    - Differentiate between the different types of planning.

2. Basic Planning Skills and Attributes

- Identify the types of knowledge required to fulfill the planning role in maintenance and projects.
- Identify the key skills needed to fulfill the planning role in maintenance and projects.
- Recognize the difference between knowledge and skills needed for the planning role.
- Recognize the difference between certification and qualification for planners.
- Identify the types of attributes that benefit maintenance and project planners.

Work Management for Planning 5

1. Work Management Process
   - Recall the definition of Work Management for heavy industry maintenance and project planning.
   - Explain the purpose of the Work Management Process (WMP).
   - Explain how the WMP is integrated with the Maintenance Management Process (MMP and the Work Order Process (WPO)
   - Describe how a Computerized Maintenance Management System helps integrate and automate all processes to improve the planning function.

2. The Maintenance Management Process
   - Define each component of "maintenance" as it applies to heavy industry as identified by the STORM acronym.
   - Explain how the Maintenance Management Process is used.
   - Recall the mission of Central Planning.
   - Explain the purpose of the key performance indicators (KPIs).

3. The Work Order Process for Planning
   - Explain the Work Order Process (WOP).
   - Recall the purpose of the Computerized Maintenance Management System (CMMS).
   - Recall the four phases of the Maintenance Management Process (MMP) model.
   - Identify the elements of the MMP that is supported by planning.
   - Identify the two main components of the Work Order Process and how they are used.

4. Computerized Maintenance Management System (CMMS) for Planning
    - Explain how the Computerized Maintenance Management System (CMMS) is used in planning and maintenance.
    - Recall the key components of the CMMS.
    - Describe the planning responsibilities in the CMMS.
    - Recall the acronyms of the key fields in the CMMS.
    - Explain the responsibilities planning has related to work notification/requests.
    - Explain the responsibilities planning has related to work orders.

5. The Maintenance Management Process (MMP) Planning Element
    - Explain the Maintenance Management Process (MMP) planning element.
    - Recall the components of the STOP methodology in the MMP.
    - Explain planning and maintenance responsibilities in Materials Management.
    - Identify the four steps for planning in the Work Planning Element that planning.

Maintenance and Capital Projects Budgets 3

1. Budget Control and Cost Management Process
    - Differentiate between budget control and cost management.
    - Differentiate between Direct, Indirect, and Overhead costs.
    - Explain how Maintenance and Capital Budgets are controlled.

2. Calculating Maintenance and Project Budgets
    - Calculate a budget using a formal process methodology and technique.
    - Differentiate between examples of direct, indirect, overhead, and contingency when calculating a budget.
    - Explain how calculated budgets are estimated and controlled.
    - Explain the significance of Forward LEMS in budget control and cost estimation.

3. Cost Management for Planning
    - Discuss the Cost Management Process.

- Identify the responsibilities planning has in cost management.
- Explain the use of Backward LEMS (Labor, Equipment, Materials, Services).
- Explain how the Cost Performance Index is related to planning, estimating, and budget control.

Variations of Planning in Heavy Industry 4

1. Basis of Planning (**Note**: This course starts with a 20 min Introduction)
   - Identify the three key phases of planning in heavy industry maintenance and planning.
   - Identify best practices used in basis of planning.
   - Explain what is meant by Basis of Planning.
   - Identify the types of Job Packages assembled in the third phase of basis of planning.
   - Identify best practices used in basis of planning.

2. Planning Basics for Routine Maintenance
   - Recognize the difference between maintenance and repair.
   - Recall how the three areas used to measure the value of routine maintenance.
   - Identify the four maintenance work types

3. Planning Basics for STOps (Shutdowns, Turnarounds, Outages, pitSTOps)
   - Recognize how planning for Shutdowns, Turnarounds and Outages (STOs) differs from routine maintenance.
   - State the goals of strategic planning for STOs.
   - Identify asset owners for each shutdown, turnaround and outage.

4. Planning Basics for Maintenance and Capital Projects
   - Identify the key differences in planning maintenance vs capital project
   - Recall what is meant by "discipline planning."
   - Explain purpose of the Turnover Package (TOP).