

COURSE OVERVIEW RE0225 Certified Maintenance Planner (CMP)

Course Title

Certified Maintenance Planner (CMP)

Course Date/Venue

March 03-07, 2024/Meeting Plus 9, City Centre Rotana, Doha, Qatar

Course Reference

RE0225

Course Duration/Credits

Five days/3.0 CEUs/30 PDHs

Course Description



This practical and highly-interactive course includes various practical sessions and exercises. Theory learnt will be applied using our state-of-the-art simulators.



This course is designed to provide participants with a detailed and up-to-date overview Certified (CMP). It covers Maintenance Planner maintenance planning and integrated maintenance production management partnership; the planning, coordination and scheduling to management and operations; the good maintenance practices and the responsible supervisor or team leader; the six planning and scheduling principle; and the wrench time, actual hours to plan estimate, planning variance index and enhancing planner productivity.



During this interactive course, participants will learn the backlog management, existing staffing processes and preventive/predictive maintenance inspections; state backlog relief. deferred steady maintenance, capital program requirements and other considerations for staffing; the planning process (micro-planning) and detailed planning process-materials, tools and equipment; the work measurement, analytical estimating, scheduling maintenance work and job execution; and the job close-out and follow-up, managing planning, direct and indirect measure of planning effectiveness and project planning and management.





















Course Objectives

Upon the successful completion of this course, each participant will be able to:-

- Get certified as a "Certified Maintenance Planner"
- maintenance planning Discuss and integrated maintenance production management partnership
- Explain planning, coordination and scheduling to management and operations as well as identify work sampling, typical maintenance worker's day and symptoms of ineffective job planning
- Carryout good maintenance practices and identify the responsible supervisor or team leader
- Discuss the six planning principles and scheduling principles
- Recognize wrench time and the actual hours to plan estimate
- Explain planning variance index and enhance planner productivity
- Discuss backlog management covering ready backlog and planned backlog as well as review checklist for backlog integrity and develop work programs and backlog weeks trend chart
- Apply existing staffing processes and preventive/predictive maintenance inspections
- Explain steady state backlog relief, deferred maintenance, capital program requirements and other considerations for staffing
- Illustrate planning process (micro-planning) including planning process-screening, scoping, research and detailed planning
- Discuss detailed planning process-materials, tools and equipment
- Employ work measurement, analytical estimating, scheduling maintenance work and job execution
- Carryout job close-out and follow-up, managing planning, direct and indirect measure of planning effectiveness and project planning and management

Exclusive Smart Training Kit - H-STK®



Participants of this course will receive the exclusive "Haward Smart Training Kit" (H-STK®). The H-STK® consists of a comprehensive set of technical content which includes electronic version of the course materials conveniently saved in a Tablet PC.

Who Should Attend

This course covers systematic techniques in maintenance planning, scheduling and work control to assist maintenance team responsible for delivering maximum reliability and availability of equipment at the lowest possible cost. It is intended for plant maintenance engineers, planning engineers, maintenance planners and maintenance coordinators.

To maximize the benefits of the course, delegates should be prepared to actively participate in the course and bring examples of standard work plans, a list of plant performance metrics, the work priority system in-place, and any other planning or scheduling material they would like to review and discuss.



















Course Certificate(s)

(1) Internationally recognized Competency Certificates and Plastic Wallet Cards will be issued to participants who completed a minimum of 80% of the total tuition hours and successfully passed the exam at the end of the course. Successful candidate will be certified as a "Certified Maintenance Planner". Certificates are valid for 5 years.

Recertification is FOC for a Lifetime.

Sample of Certificates

The following are samples of the certificates that will be awarded to course participants: -







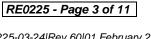




















(2) Official Transcript of Records will be provided to the successful delegates with the equivalent number of ANSI/IACET accredited Continuing Education Units (CEUs) earned during the course.





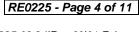






















Certificate Accreditations

Certificates are accredited by the following international accreditation organizations:-



The International Accreditors for Continuing Education and Training (IACET - USA)

Haward Technology is an Authorized Training Provider by the International Accreditors for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this authority, Haward Technology has demonstrated that it complies with the ANSI/IACET 2018-1 Standard which is widely recognized as the standard of good practice internationally. As a result of our Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for its programs that qualify under the ANSI/IACET 2018-1 Standard.

Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking Continuing Education Units (CEUs) in accordance with the rules & regulations of the International Accreditors for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

Haward Technology Middle East will award 3.0 CEUs (Continuing Education Units) or 30 PDHs (Professional Development Hours) for participants who completed the total tuition hours of this program. One CEU is equivalent to ten Professional Development Hours (PDHs) or ten contact hours of the participation in and completion of Haward Technology programs. A permanent record of a participant's involvement and awarding of CEU will be maintained by Haward Technology. Haward Technology will provide a copy of the participant's CEU and PDH Transcript of Records upon request.



British Accreditation Council (BAC)

Haward Technology is accredited by the British Accreditation Council for Independent Further and Higher Education as an International Centre. BAC is the British accrediting body responsible for setting standards within independent further and higher education sector in the UK and overseas. As a BAC-accredited international centre, Haward Technology meets all of the international higher education criteria and standards set by BAC.

US\$ 6,000 per Delegate. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Accommodation

Accommodation is not included in the course fees. However, any accommodation required can be arranged at the time of booking.

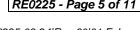


















Course Instructor(s)

This course will be conducted by the following instructor(s). However, we have the right to change the course instructor(s) prior to the course date and inform participants accordingly:



Mr. Karl Thanasis, PEng, MSc, MBA, BSc, is Senior Mechanical & Maintenance Engineer with over 45 years of extensive industrial experience. His wide expertise includes Piping & Pipeline. Repair, Shutdown, Turnaround Maintenance. & Maintenance & Reliability Management, Mechanical Maintenance Planning, Scheduling & Work Control, Advanced Techniques in Maintenance Management, Predictive & Preventive Maintenance, Maintenance & Operation Cost Reduction Techniques, Reliability

Centered Maintenance (RCM), Machinery Failure Analysis, Rotating Equipment Optimization & Continuous Improvement, Material Cataloguing, Mechanical & Rotating Equipment Troubleshooting & Maintenance, Root Cause Analysis & Reliability Improvement, Condition Monitoring, Root Cause Failure Analysis (RCFA), Steam Generation, Steam Turbines, Power Generator Plants, Gas Turbines, Combined Cycle Plants, Boilers, Process Fired Heaters, Air Preheaters, Induced Draft Fans, All Heaters Piping Work, Refractory Casting, Heater Fabrication, Thermal & Fired Heater Design, Heat Exchangers, Heat Transfer, Coolers, Power Plant Performance, Efficiency & Optimization, Storage Tank Design & Thermal Power Plant Management, Boiler & Steam Fabrication. Management, Pump Operation & Maintenance, Chiller & Chiller Plant Design & Installation, Pressure Vessel, Safety Relief Valve Sizing & Selection, Valve Disassembling & Repair, Pressure Relief Devices (PSV), Hydraulic & Pneumatic Maintenance, Advanced Valve Technology, Pressure Vessel Design & Fabrication, Pumps, Turbo-Generator, Turbine Shaft Alignment, Lubrication, Mechanical Seals, Packing, Blowers, Bearing Installation, Couplings, Clutches and Gears. Further, he is also versed in Wastewater Treatment Technology, Networking System, Water Network Design, Industrial Water Treatment in Refineries & Petrochemical Plants, Piping System, Water Movement, Water Filtering, Mud Pumping, Sludge Treatment and Drying, Aerobic Process of Water Treatment that includes Aeration, Sedimentation and Chlorination Tanks. His strong background also includes Design and Sizing of all Waste Water Treatment Plant Associated Equipment such as Sludge Pumps, Filters, Metering Pumps, Aerators and Sludge Decanters.

Mr. Thanasis has acquired his thorough and practical experience as the Project Manager, Plant Manager, Area Manager - Equipment Construction, Construction Superintendent, Project Engineer and Design Engineer. His duties covered Plant Preliminary Design, Plant Operation, Write-up of Capital Proposal, Investment Approval, Bid Evaluation, Technical Contract Write-up, Construction and Subcontractor Follow up, Lab Analysis, Sludge Drying and Management of Sludge Odor and Removal. He has worked in various companies worldwide in the USA, **Germany**, **England** and **Greece**.

Mr. Thanasis is a Registered Professional Engineer in the USA and Greece and has Master and Bachelor degrees in Mechanical Engineering with Honours from the Purdue University and SIU in USA respectively as well as an MBA from the University of Phoenix in USA. Further, he is a Certified Internal Verifier/Trainer/Assessor by the Institute of Leadership & Management (ILM) a Certified Instructor/Trainer and has delivered numerous trainings, courses, seminars, workshops and conferences worldwide.





















Training Methodology

All our Courses are including Hands-on Practical Sessions using equipment, Stateof-the-Art Simulators, Drawings, Case Studies, Videos and Exercises. The courses include the following training methodologies as a percentage of the total tuition hours:-

30% Lectures

20% Practical Workshops & Work Presentations

30% Hands-on Practical Exercises & Case Studies

20% Simulators (Hardware & Software) & Videos

In an unlikely event, the course instructor may modify the above training methodology before or during the course for technical reasons.

Course Program

The following program is planned for this course. However, the course instructor(s) may modify this program before or during the course for technical reasons with no prior notice to participants. Nevertheless, the course objectives will always be met:

Sunday, 03rd of March 2024

Day 1:	Sunday, 03° of Warch 2024
0730 – 0800	Registration & Coffee
0800 - 0815	Welcome & Introduction
0815 - 0830	PRE-TEST
	Introduction to Maintenance Planning
	Integrated Maintenance & Production Management Partnership • Definitions •
0830 - 0930	Why Plan, Coordinate & Schedule Maintenance Jobs? • Objectives of Work
	Preparation • Prerequisites • Understanding the Nature of Maintenance
	Activities & Organizing Accordingly • Organization by Work Type
0930 - 0945	Break
	Selling Planning, Coordination & Scheduling to Management &
	Operations
0945 - 1045	Selling Management • Work Sampling • Typical Maintenance Worker's Day –
	With & Without Planning & Scheduling • Symptoms of Ineffective Job Planning
	• Convey the Many Benefits that Accrue to Each Stakeholder
	Where Planning Fits into Good Maintenance Practices
	Should Work Preparation be a Separate and Distinct Function? • The Assigned
1045 – 1145	Craftsman • The Responsible Supervisor or Team Leader • The Proven Answer •
1043 - 1143	Channels of Coordination and Communication • Working Liaisons •
	Maintenance Liaisons • Should Planning be Separate from Scheduling? •
	Clarification of Roles • Relationship with other Functions
1145 – 1200	Break
	Planning Principles
	Six Principles • The Planning Vision; The Mission • Planning Principle 1:
1200 – 1300	Separate Department • Principle 2: Focus on Future Work • Principle 3:
	Component Level Files • Principle 4: Estimates Based on Planner Expertise •
	Principle 5: Recognize the Skill of the Crafts • Principle 6: Measure Performance
	with Schedule Compliance





















1300 – 1420	Scheduling Principles Why Maintenance does not Assign Enough Work • Advance Scheduling in an Allocation • Principle 1: Plan for Lowest Required Skill Level (Prerequisites of Scheduling) • Principle 2: Schedules & Job Priorities are Important (Prerequisites of Scheduling) • Principle 3: Schedule from Forecast of Highest Skills Available (Advance Scheduling Process) • Principle 4: Schedule for Every Work Hour
	Available • Principle 4 Brings the Previous Scheduling Principles Together • Principle 5: Crew Leader Handles Current Day's Work • Principle 6: Measure Performance with Schedule Compliance
1420 - 1430	Recap Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow
1430	Lunch & End of Day One

Monday, 04th of March 2024 Day 2:

Day 2:	Monday, U4" of March 2024
0730 - 0930	Wrench Time
	Definition • Objectives • Formula • Qualifications • Ample Calculation •
	Observations • Management of Planners
0930 - 0945	Break
	Actual Hours to Planning Estimate
0045 1150	Definition • Objectives • Formula • Component Definitions • Actual Work
0945 – 1150	Order Hours • Planned Work Order Hours • Qualifications • Sample
	Calculation • Best in Class Target Value
	Planning Variance Index
1150 – 1215	Definition • Objectives • Formula • Component Definitions • Sample
	Calculation
1215 – 1230	Break
	Planner Productivity
1230 - 1330	Definition • Objectives • Formula • Sample Calculation • Sample #2 Using
	Job Plans
	Backlog Management: Ready Backlog
1330 - 1420	Definition • Objectives • Formula • Component Definition • Sample
	Calculation • Best in Class Target Value: 2 to 4 Weeks
1420 - 1430	Recap
	Using this Course Overview, the Instructor(s) will Brief Participants about the
	Topics that were Discussed Today and Advise Them of the Topics to be
	Discussed Tomorrow
1430	Lunch & End of Day Two

Day 3. Tuesday, 05th of March 2024

Day 3.	ruesuay, 05 OrivialCir 2024
0730 – 0930	Backlog Management: Planned Backlog
	Definition • Objectives • Formula • Component Definitions • Ready Work •
	Sample Calculation • Job Status • Checklist for Backlog Integrity •
	Development of Work Programs • A Weekly Example of a Work Program •
	Backlog Weeks Trend Chart
0930 - 0945	Break
0945 – 1045	Sizing the Maintenance Staff
	Existing Staffing Processes • Preventive/Predictive Maintenance Inspections •
	Steady State Backlog Relief • Deferred Maintenance • Capital Program
	Requirements • Summary of Requirements • Other Considerations for Staffing
	Another Approach to the Staffing Question





















1045 – 1145	The Planning Process (Micro-Planning) Steps of the Planning Process • The Planned Job Package
1145 – 1200	Break
1200 – 1420	The Planning Process-Screening, Scoping, Research & Detailed Planning Screening of Work Requests • Job Assessment & Scoping Check-list • Dealing with Scope Creep • Job Research • Job Preparation • Feedback on the Plan • Job Planning Survey • Coordination of Equipment Access, Permitting, Safety & Statutory Permission
1420 - 1430	Recap Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow
1430	Lunch & End of Day Three

Day 4:	Wednesday, 06 th of March 2024
0730 - 0930	Detailed Planning Process-Materials, Tools & Equipment
	Planner/Scheduler Responsibilities to the Material Management Process •
	Material Related Steps in the Planning of Specific Jobs are Summarized • The
	Planner's Role in Rebuilding • Controlling the Maintenance Storeroom with
	Statistical Inventory Control • JIT Versus SIC
0930 - 0945	Break
	Work Measurement
0945 - 1045	Adjusted Averages • Analytical Estimates • Job Slotting & Labor Libraries •
	Universal Maintenance Standards • Building an Estimate • Job Creep
	Analytical Estimating
1045- 1145	Common Job Sequence • Travel-Time Table • Miscellaneous Provision Table •
1043-1143	The Labour Library • Development of Slotting Tables • Slotting Table
	Cataloguing • Job Estimating Worksheet • Coordination with Operations
1145 – 1200	Break
1200 – 1420	Scheduling Maintenance Work
	The Weekly Expectation • Scheduling Techniques • Instruction for Preparing
	Schedules • Completing the Scheduling Process
1420 - 1430	Recap
	Using this Course Overview, the Instructor(s) will Brief Participants about the
	Topics that were Discussed Today and Advise Them of the Topics to be
	Discussed Tomorrow
1430	Lunch & End of Day Four

Day 5: Thursday, 07th of March 2024

0730 - 0930	Job Execution
	Three Important Functions • Daily Schedule Adjustment • Planner Support of
	Job Execution • The Morning Meeting
0930 - 0945	Break
0945 – 1045	Job Close Out & Follow Up
	Schedule Compliance • Reasons for Non-Compliance • Reason for Schedule
	Non-Compliance • Calculation of Schedule Compliance • Sample Calculation •
	Supplementary Metrics



















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1045 - 1215	Planner & Scheduler Metrics
	Managing Planning • Direct Measure of Planning Effectiveness • Indirect
	Measures of Planning Effectiveness • The Follow-Up Critique • Activity
	Sampling • Using CMMS to Aid Planning and Scheduling
1215 - 1230	Break
1230 – 1300	Planning & Management of Projects
	Project Management Process • Phase One - Project Definition • Phase Two -
	Preliminary Engineering • Phase Three – Justification and Funding • Phase
	Four - Detailed project Planning • Phase Five - Project Execution • Phase Six
	- Project Completion and Close-Out • Phase Seven - Project Review (6
	Months After Completion)
1300 – 1315	Course Conclusion
	Using this Course Overview, the Instructor(s) will Brief Participants about the
	Course Topics that were Covered During the Course
1315 - 1415	COMPETENCY EXAM
1415 – 1430	Presentation of Course Certificates
1430	Lunch & End of Course

Simulator (Hands-on Practical Sessions)

Practical sessions will be organized during the course for delegates to practice the theory learnt. Delegates will be provided with an opportunity to carryout various exercises using the "MS Project" and "Mindview Software".



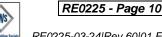
























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