

## PLANNING MASTERY: FROM FUNDAMENTALS TO EXPERTISE SYLLABUS

**Level: 0**

**Duration: 6:10**

Course Name	Lessons	Duration
Reliability Asset Management Program (RAMP) Introduction for Planning Services	2	55
<ol style="list-style-type: none"> <li>1. Reliability Asset Management Program (RAMP)               <ul style="list-style-type: none"> <li>○ Explain the purpose of the Reliability Asset Management Program (RAMP).</li> <li>○ Explain the relationship between RAMP and the service provided by the planning and maintenance function.</li> <li>○ Identify the four elements of RAMP.</li> <li>○ Identify the six processes within RAMP.</li> <li>○ Recall 3-4 best practices for RAMP.</li> <li>○ Identify RAMP strategies.</li> </ul> </li> <li>2. Maintenance Management Process (MMP)               <ul style="list-style-type: none"> <li>○ Identify the three key elements of High-performance Organizations.</li> <li>○ Identify the two key sub-elements related to planning.</li> <li>○ Describe the Maintenance Management Process.</li> <li>○ Identify the four phases of the Maintenance Management Process.</li> </ul> </li> </ol>		
The Value of Planning	2	75
<ol style="list-style-type: none"> <li>1. Understanding Planning Basic               <ul style="list-style-type: none"> <li>○ Recall the definition of planning for heavy industry maintenance and projects.</li> <li>○ Identify essential functional responsibilities for a planning role in maintenance or projects</li> <li>○ Recall the common acronyms used in planning.</li> <li>○ Differentiate between the different types of planning.</li> </ul> </li> <li>2. Basic Planning Skills and Attributes</li> </ol>		

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- 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

100

### 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.

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- 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

65

- 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.

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- 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

85

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

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- Recall what is meant by "discipline planning."
- Explain purpose of the Turnover Package (TOP).

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