PLANNING MASTERY: FROM FUNDAMENTALS TO EXPERTISE

Advanced Level Syllabus

Duration: 18.5 contact hours

Courses: 8

1. **Project Management Essentials for Planning**
   - Apply project management framework for industrial planning to enhance maintenance planning effectiveness
   - Understand and implement initiating process group activities including project scope definition and stakeholder identification
   - Execute planning process group methodologies for comprehensive project planning and resource allocation
   - Manage executing process group requirements while coordinating cross-functional teams
   - Apply monitoring and controlling process group techniques to track performance and implement corrective actions
   - Complete closing process group activities including documentation and lessons learned capture

2. **Risk Management for Planners**
   - Apply fundamentals of risk management for planners to identify and assess common risk categories in maintenance planning
   - Implement risk management strategies for routine maintenance including risk mitigation and contingency planning
   - Execute turnaround risk management processes with comprehensive risk registers and monitoring measures
   - Manage capital project risk management requirements from a planner's perspective
   - Understand the planner's role in risk management within organizational frameworks and stakeholder collaboration

3. **Document Control**
   - Apply fundamentals of document control to ensure planning deliverable integrity and version control
   - Implement document control in routine maintenance including standard job packages and change control processes

- Execute document control for STO events with specialized requirements and coordination across disciplines
- Manage document control for capital projects including complex documentation requirements and handover procedures
- Understand the planner's role in document control within organizational systems and collaboration protocols

4. Reliability for Planners

- Apply fundamentals of reliability including reliability engineering principles and metrics impact on planning decisions
- Interface effectively with the reliability department through collaboration with engineers and data utilization
- Apply reliability principles in different maintenance contexts across routine maintenance, turnarounds, and capital projects
- Understand the planner's role in reliability including contributions to organizational objectives and data documentation

5. Quality Management for Planners

- Apply fundamentals of quality management including quality principles and standards impact on planning activities
- Distinguish between quality assurance and quality control in planning contexts with preventive measures and control checkpoints
- Develop and implement inspection and test plans (ITPs) for maintenance and project activities
- Understand the planner's role in quality management within organizational systems and collaboration with quality teams

6. Procurement for Non-SCM Professionals

- Understand introduction and basic concepts of procurement from a planner's perspective and process impact
- Navigate the procurement process effectively including workflows, timelines, and decision points
- Work with procurement documents by interpreting relevant documents and providing accurate planning input
- Build effective relationships with procurement professionals through collaborative communication

- Handle common procurement challenges including delays, conflicts, and contingency strategies
- Apply documentation and best practices for maintaining records and implementing lessons learned

7. Communication Series

- Apply communication fundamentals as the foundation including effective principles and stakeholder communication strategies
- Understand structural elements within the planning ecosystem by mapping organizational relationships and communication channels
- Manage structural integrity through conflict resolution using techniques to maintain working relationships
- Focus on maintenance and growth through integration of communication improvements and skill development

8. Labs

- **Lab: Complex Work Package Development** - Apply advanced planning techniques for comprehensive work packages
- **Lab: Managing Materials and Spare Parts** - Develop materials management strategies and coordination techniques
- **Lab: Work Density and Congestion Considerations** - Analyze and plan for high-density work environments and resource optimization