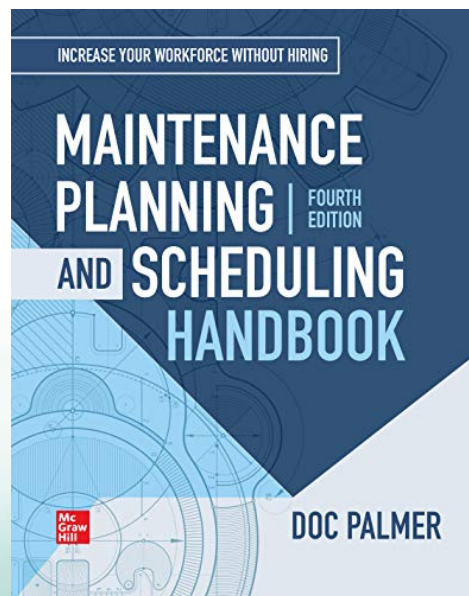


# *SIRF Roundtables*

## **DOC PALMER PLANNING AND SCHEDULING 1 DAY WORKSHOP**





International Specialist  
Workshop



## Introduction

Created and led by the author of McGraw-Hill's *Maintenance Planning and Scheduling Handbook*: Doc Palmer, this program reviews the fundamentals then demonstrates the principles and techniques behind planning and scheduling success. This 1-day workshop covers the theory as well as the nuts and bolts of planning and scheduling. This promotes the development of attendee led action within your own facility by enabling participants to take specific practices to their own workplace to implement new or improve upon existing organisational programs.

## Course Outline

This comprehensive course explores every facet of maintenance planning and scheduling functions, ensuring maintenance leaders develop a shared language and vision. Participants will gain insights into the collaborative decision making process and the importance of cohesion with other departments to achieve business-wide success and covers the following topics over 1-day.

- The business case for, principles and concepts of effective planning and scheduling
- Handling reactive maintenance and computerized maintenance management systems
- Integrating proactive maintenance activities (preventive, predictive and projects) and planning alongside plant operation
- The work order system and effective workflow
- Planning and scheduling exercises
- Staging or kitting
- How to effectively measure work and performance using metrics and KPIs
- Barriers and aids analysis to establish and maintain effective planning and scheduling



International Specialist  
Workshop



## Learning Outcomes

- DEVELOP improved planning and scheduling activities by your own team.
- INCREASE organisational efficiency & effectiveness.
- REDUCE percentage of reactive work and IMPROVE work output.
- MANAGE and reduce work-order backlog.
- SHIFT from reactive to proactive work.
- EQUIP workers with new tools to achieve more effective workflow.
- DISCOVER and take home the answer to the question: "How can I do extra proactive work when I have my hands full with reactive work?"

## Who should attend?

This workshop prepares maintenance personnel for success and is suitable for anyone involved in plant planning and scheduling! Including: Maintenance planners and schedulers, Maintenance Managers/Supervisors, Operations Managers/Supervisors, Purchasing staff, Materials managers, and Maintenance Engineers, IT Support, and other Reliability personnel including shop floor Crafts/Trades and Maintenance Admin.



International Specialist  
Workshop



## About Doc Palmer

Doc Palmer is a highly regarded expert in the field of maintenance planning and scheduling, with over 40 years of industry experience and worked mostly in maintenance for 25 years before his time spent training. Doc was responsible for overhauling the maintenance planning and organisation at Jacksonville Electric Authority, the success of which resulted in widespread expansion to all crafts and stations owned and operated by the utility service. Doc has since worked with many organisations to improve their planning and scheduling processes leading to similar outcomes. Publisher McGraw-Hill sought out Palmer to author the *Maintenance Planning and Scheduling Handbook* published in 1999 and now in its fourth edition (2019) which provides a comprehensive guide to develop effective maintenance strategies, implement planning and scheduling practices, and optimizing maintenance work processes. Doc is also a widely sought-after speaker, and has delivered training worldwide as well as a number of well-received maintenance articles and presentations for industry. Currently, Palmer provides consulting, education, guidance, mentoring and training for companies internationally for maintenance planning success. His practical insights, combined with his ability to connect with professionals at all levels, have empowered countless organizations to improve their maintenance practices and equip trainees with the tools to do so themselves.



Doc Palmer is a registered professional engineer with a master's degree in business administration. He is also a CMRP, Certified Maintenance and Reliability Professional.

## Testimonials

"We have implemented Doc Palmer's *Maintenance Planning and Scheduling* strategy since 2019 and we have seen increased work order execution, and as a result we have experienced great availability in our equipment and now we have more time to do Proactive work. Furthermore, the use of Job Plans has been significant for managing our efficiencies and also with making sure everybody works safe.. - Antonio Garcia Velez, Maintenance Superintendent, Drummond Ltd

For more information, visit the website: [sirfrt.com](http://sirfrt.com)  
Or call head office: 03 9596 3821