MAINTENANCE PLANNING AND SCHEDULING SIPOC DIAGRAM

**Supplier**  
- Operator  
- CMMS generated  
- Technician

**Customer**  
- Planner

**Skill/Knowledge Set**  
- Navigate CMMS  
- Navigate asset hierarchy structure  
- Process and asset performance specifics

**Work Request (WR) raised (<2 min/WR)**

**Work Request reviewed and approved or rejected (<1 min/WR)**

**Pass into List of Approved WRs for Planning (<10 sec/WR)**

**View List of Work Requests for Planning (<10 sec/WR)**

**Select WR for planning using Asset priority & WR urgency (<10 sec/WO)**

**Convert WR to Work Order (<30 sec/WO)**

**Confirm Work Order priority (<30 sec/WO)**

**Scope tasks, safety and complexities in the job (<20 min/WO)**

**List of Work Requests for action by Others**

**Output Quality**  
- Asset correctly identified  
- Requirement fully described  
- Valid maintenance work

**Output Quality**  
- Approved by Operating Department  
- Job fully described with correct scope of work and necessary outcomes specified

**Output Quality**  
- Correct Asset ID  
- Correct work priority set  
- Complete and full scope of work (SOW)

**Output Quality**  
- All WR are entered into a list of approved work that can now be planned

**Output Quality**  
- WRs are selected so that the most urgent work on the most highest priority assets are clearly identified in the order for planning

**Output Quality**  
- WO content correctly specified and job to be done is clearly explained

**Output Quality**  
- Correct work order risk priority set

**Other Specialist**  
- Planner

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Maintenance Planning and Scheduling Process and Outcomes with Ideal Skills, Competencies
**Maintenance Planning and Scheduling Process and Outcomes with Ideal Skills, Competencies**

**Skill/Knowledge Set**
- Conversant with best purchasing receipt practices
- Conversant with best Stores Management practices

**Output Quality**
- All ordered items are in Store
- All Contracted services are committed to do the work
- Every work order can be scheduled
- The correct work priority is on each work order

**Output Quality**
- Draft schedule for next 4 weeks
- Draft schedule for next week
- Finalise Fixed Week Schedule and provide necessary plant, equipment, resources and time

**Output Quality**
- All WOs allocated days in Fixed Week Schedule
- Agreement on WOs to be undertaken each day
- Draft schedule for review
- Distribution Rough Schedule for review
- Completed bar chart showing WOs due for each day of the Fixed Week

**Customer**
- Planner
- Technicians
- Operator
- SHE Officer

**Customer**
- Operator Supervisor
- Maintenance Supervisor
- SHE Officer

**Supplier**
- Planner
- Store

**Supplier**
- Scheduler

**Supplier**
- Planner
- Store

**Supplier**
- Operator Supervisor
- Maintenance Supervisor
- SHE Officer

**Costed WO approved for expenditure**

**List of Fully Planned Work Orders with Complete Job Packs**

**Select WOs into Rolling List of jobs to be Scheduled in next 4 weeks (<30 sec/WO)**

**Create Rough Schedule for Fixed Week (<30 sec/WO)**

**Distribute Rough Schedule for review (<1 min)**

**Agreement on WOs to be undertaken each day (<30 sec/WO)**

**All WOs allocated days in Fixed Week Schedule (<30 sec/WO)**

**Release Fixed Week Schedule (<1 min)**

**Receive, store, control all parts (<1 min/part)**

**Receive, store, control all special tools (<1 min/tool)**

**Contractors ready for job and for site access (per SOW)**

**Safety/access equipment ready for job and site access (<5 min/WO)**

**Fully costed WO to ±10% accuracy**

**Select WOs into Fixed Week Schedule (<30 sec/WO)**

**Draft schedule for next week**

**Conversant with best purchasing receipt practices**

**Conversant with best Stores Management practices**

**Expertly navigate CMMS**
- Knows asset hierarchy structure

**Conducts manpower and resource leveling to confidently achieve weekly schedule**

**Proficient User of the Operation’s computerised information management systems**

**Proficiently prepare for and run meetings in a well organised way**
- Able to get meetings to arrive at a consensus to action decisions
Maintenance Planning and Scheduling Process and Outcomes with Ideal Skills, Competencies

**Supplier**
- Technician
- Planner

**Supplier**
- Technician
- Operator Supervisor
- Planner

**Supplier**
- CM Technician
- Planner

**Supplier**
- Technician
- Maintenance Supervisor
- Operator Supervisor

**Skill/Knowledge Set**
- Complete and correct operating parameters are identified and provided

**Customer**
- Operator

**Customer**
- Operator

**Customer**
- Operator

**Customer**
- Operator

**Customer**
- Planner

**Output Quality**
- Asset is built correctly
- Asset will operate properly

**Output Quality**
- Asset proven to operate properly and maintenance work was done correctly

**Output Quality**
- Asset safely back in service

**Output Quality**
- Evidence collected that asset runs correctly and reliably

**Output Quality**
- Confirm Asset is able to perform at service duty
- Record useful information on asset condition
- Continuous improvement

**Output Quality**
- Databases accurate

**Output Quality**
- Evidence collected that asset runs correctly and reliably

**Output Quality**
- Databases accurate

**Output Quality**
- Asset safely back in service

**Output Quality**
- Evidence collected that asset runs correctly and reliably

**Output Quality**
- Asset is built correctly

**Output Quality**
- Asset proven to operate properly and maintenance work was done correctly

**Output Quality**
- Databases accurate