

# Virtual Classroom Course Description

## Effective Maintenance Scheduling



### Course Purpose

This course teaches you maintenance scheduling best practices to more efficiently use maintenance labor; reduce time needed to search for parts, tools, and drawings; reduce time waiting for jobs to be assigned; and streamline complex downdays and shutdowns. It covers the benefits of scheduling, the processes of work identification, estimating work, managing backlog, scheduling work, and gathering and analyzing equipment history; and how to track and interpret maintenance metrics. It includes thorough coverage of downday and outage planning and tracking.

**Course Number: VC-EMS-A**

### Who Should Attend

This course is recommended if you are a maintenance planner, backup, or coordinator; and a benefit if you are a maintenance supervisor or a manager wishing to gain a comprehensive understanding of scheduling best practices.

### Virtual Classroom Learning Activities and Features

Rockwell Automation Virtual Classroom training is delivered by a live instructor using a blended learning style, which includes a combination of PowerPoint presentations, video, and/or animations, as well as interactive practice. Courses can include various learning activities and features:

- Polls/surveys
- Group and private chat
- White board
- Desktop sharing
- Passing control to students
- Break out rooms for small group discussion
- Check knowledge through testing

### COURSE AGENDA

- Summarize the benefits of maintenance scheduling
- Explain how scheduling frees up labor hours
- Define the requirements of a planned job
- Explain the process of identifying and prioritizing work; performing an equipment walk down; sequencing tasks; estimating time; managing backlog; scheduling routine, daily, weekly, quarterly, and outage maintenance
- Explain the process for tracking complex downday and outage events
- Identify scheduling metrics and describes their uses

### Student Materials

You will receive the following course materials:

- Effective Maintenance Scheduling Student Manual (in electronic format to print on your own)

### Course Length

1 day



**Rockwell Automation CEUs**  
0.7 CEUs

### Technology Requirements

- A computer and phone are required. For minimum computer requirements for the virtual classroom tool, please visit: <http://support.webex.com/support/system-requirements.html>

**[www.rockwellautomation.com](http://www.rockwellautomation.com)**

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