

1116T/1116TN – Turnaround and Maintenance Planning Process

Course Level: Intermediate

Course Length: 3-day classes, or 4-night classes

Prerequisite: Basic Petroleum and Chemical Plant Maintenance, Project and Turnaround Experience, Basic MS Excel, Craft Knowledge

The Turnaround and Maintenance Planning Process course was created to give you the basic tools and information needed to create a detailed planner package and explain the importance of the role. During the course we will cover the importance of a "detailed" planner package, roles & responsibilities of a planner, change management for planners, and planners' impact on the schedule. These topics will successfully prepare you for your upcoming challenge as a Turnaround or Maintenance Planner.

Course Topics

Section 01:

- Introductions
- Preparation for Planning at a New Site
- Introduction to Event Phases
- Understanding Work Scope Development
- Prepare Walk Down Document Needs (P&ID, Isometrics, ITP, Blind List)
- Utilize Onsite Training Unit and Perform Job Walk Downs
- Complete Work Package Data Markups (P&ID's, Plot Plans, Picture Templates)
- Introduction to Planning Programs
- Introduction to Planning Templates
- Coding of Activities
- Use of Estimating Toolbox for Durations and Man Hour Entries
- Accurate BOM Creation
- Attaching Data to the Job Plan
- Data Warehousing and Data Mining of Solid Work Plans

Section 02:

- Assignment of Jobs for Planning
- Perform Job Walk Down Per Scope or Work List
- Work Package Data Markups (P&ID's, Plot Plans, Picture Templates)



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- Create Complete Detailed Job Plan Using Materials and Tools
- Understanding and Performing Job Plan Validations

Provided

Section 03:

- Finalize Plan Validations
- Your Plan is Off to The Schedule and What That Means
- A Visit with The Schedulers
- Staffing, Budgeting, Material Requisitioning, Contractor Validations, and Execution
- A Visit with The Cost Department

After this course the student will be able to:

- Apply Learned Planning Processes in A Real-World Environment
- Understand Planning Processes from Scope Development to Schedule Importing
- Obtain 24 PDU's (Professional Development Units) to PMI (Project Management Institute)
- Create Turnaround and Maintenance Plans with Confidence



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