

DEFINITION

The Weekly Work Schedule identifies all work orders that Maintenance Technicians will undertake during the following week.

The Weekly Work Schedule represents an agreement among all involved personnel from Operations, Maintenance, Engineering, Environmental, and other departments regarding the work that Maintenance Technicians should target in the coming week.

PURPOSE

The Weekly Work Schedule allocates (or balances) available labor resources across the various areas in the facility. Thus, the work schedule must be based on the availability of labor resources and on what work is ready to schedule. The work schedule should allocate at least 100% of available trade resources.

RESPONSIBILITY

The Maintenance Scheduler is responsible for creating a proposed Weekly Work Schedule and finalizing the schedule after the Weekly Scheduling Meeting.

TIMING

The Weekly Work Schedule is prepared by the Thursday of the preceding week.

LOCATION

The Weekly Work Schedule is created in the EAM software system.

GUIDELINES

Preparing the Weekly Work Schedule

Note: The EAM software system should be used to define Daily and Weekly Work Schedules.

By Wednesday afternoon, the Maintenance Scheduler will produce a proposed list of work to be done the following week, including an estimated start date for each work order. This list of work will account for a maximum 100% of manpower available for that week by trade, based on the Resource Availability Schedule.

Creating a Proposed Work Schedule

1. Throughout the week, the Maintenance Scheduler will receive input about work to be done from the Daily Approval Meeting, phone requests, and other sources. From this information, and from conversations with the Operations–Maintenance Coordinator and the Maintenance Supervisor, the Maintenance Scheduler will glean a sense of what work is urgent and what can wait.
2. Next, the Maintenance Scheduler will obtain the latest information on available manpower (trade / crew) for the following week, as listed in the Resource Availability Schedule. This schedule must take into account vacations, training, holidays, (known) sick leave, light duty, regular days off, and so on. The Maintenance Scheduler will obtain the Resource Availability Schedule for the following week from the Maintenance Supervisor no later than end of day Wednesday.
3. Once the Maintenance Scheduler has collected this information, he/she will go to the Ready-to-Schedule Backlog and compile a list of work to be done, equal to the available manpower, for the following week. Since the Maintenance Scheduler does not schedule Emergency work, he/she will build the schedule only from the Ready-to-Schedule Backlog.
4. The Maintenance Scheduler will list work by type in the following order:
 - Safety Work / Governmental Work / Regulatory Work (if required by a given date)
 - carryovers from the current week
 - preventive maintenance (PM) and predictive maintenance (PdM) work
 - routine work

Note: The Maintenance Supervisor and Operations–Maintenance Coordinator will use this same rationale in preparing the Daily Work Schedule, subject to equipment availability and production schedules.

5. The Maintenance Scheduler will continue to list work until all available manpower has been accounted for.
6. In order to create a realistic schedule, the Maintenance Scheduler will categorize work by three additional factors during the Resource Coordination Meeting:
 - work that can be done “on the run”
 - work related to any planned upcoming downtime
 - work waiting on an anticipated downtime opportunity window

Note: There are two keys to achieving a good compliance rate on work waiting on anticipated downtime. The first is good communication and commitment from Operations. The second is persistent notification from Maintenance that this work needs to be done before it turns into an Urgent work order or becomes an emergency.

7. This prioritized list of work orders will be the main topic of discussion for the Weekly Scheduling Meeting. The list will be modified, as needed, by input from that meeting.

The Weekly Scheduling Meeting

Key personnel from Maintenance, Operations, Engineering, Environmental, and other functional areas that will require maintenance resources (as needed) will hold a Weekly Scheduling Meeting each Thursday for approximately 30–45 minutes to develop the final Weekly Work Schedule for the following week.

Note: This may be conducted as an adjunct to the normal Daily Scheduling Meeting.

The Weekly Scheduling Meeting is the time for Operations, Engineering, Environmental, and other departments to provide additional input regarding work needs and priorities. The goal of the Weekly Scheduling Meeting is to ensure that the correct amount and type of work is scheduled for the upcoming week, that the week is at least 100% scheduled, and that the most important work is given priority. Work will be prioritized according to safety, environmental, and reliability concerns (in that order).

Before the meeting, the Maintenance Scheduler will give all attendees a preliminary copy of the proposed work schedule. All attendees should review and prioritize this preliminary list.

The Maintenance Scheduler should communicate extensively with all involved personnel leading up to this meeting so that there will be no surprises on the work schedule. With proper preparation, the attendees should reach a consensus relatively easily. The 30–45 minute timeframe should be more than sufficient to reach final agreement on the list of work. Once an agreement is reached, all involved personnel will agree to abide by the completed work schedule as much as possible, or at least as much as good, sound business sense dictates.

Finalizing and Implementing the Weekly Work Schedule

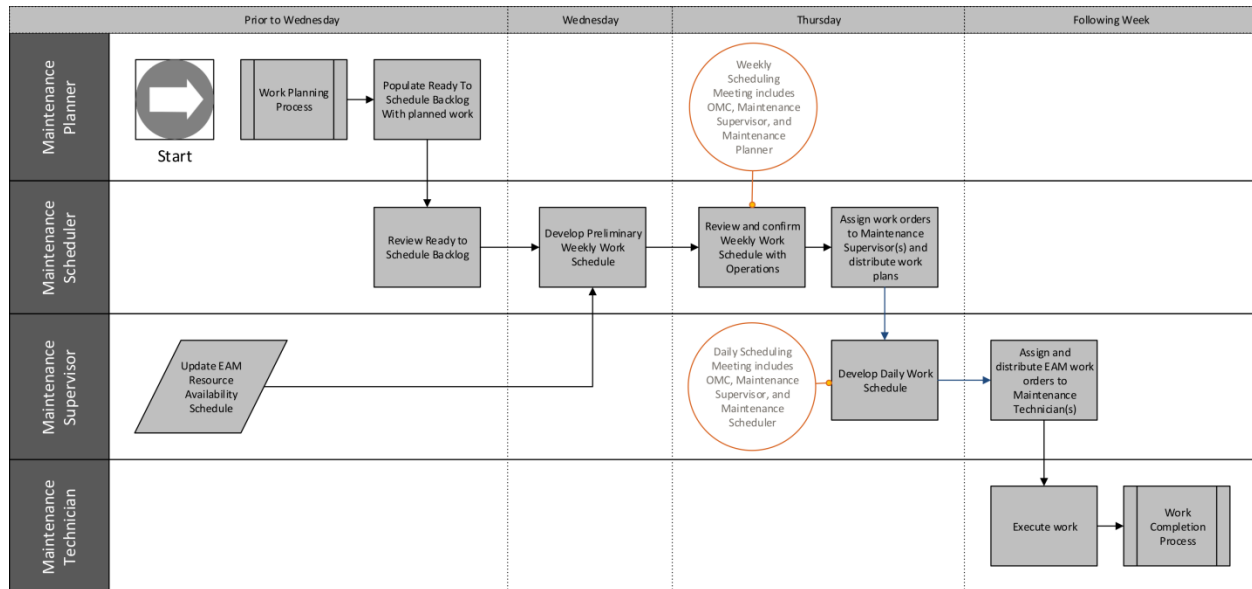
1. After the Weekly Scheduling Meeting, the Maintenance Scheduler will turn the agreed-upon list of work into a final Weekly Work Schedule.

Note: This list of work will also be used as the basis for calculating schedule compliance.

2. The Maintenance Scheduler will then assign appropriate work plans for all work on the finalized Weekly Work Schedule to the Maintenance Supervisor(s). These assignments may be discussed as needed.
3. The Maintenance Supervisor(s) will use the assigned work orders to develop Daily Work Schedules. The Maintenance Supervisor(s) and Operations–Maintenance Coordinator should review the daily schedules in light of available manpower, equipment availability, facility downtime, and other opportunities, resources, or constraints.

Note: The availability of parts is not mentioned in the above list. That is because, under the definition of Ready-to-Schedule Work, no work is listed as ready to schedule until it has been completely planned, which includes ensuring that all required materials are in the storeroom and/or on site).

PROCESS FLOW



PROCEDURE

Responsibility	Activity	Reference
Maintenance Scheduler	<ol style="list-style-type: none"> By Wednesday afternoon, draft Preliminary Weekly Work Schedule, including: <ul style="list-style-type: none"> Mechanical Schedule; Electrical and Instrument Schedule; other schedules, if needed. <p><i>Note: Scheduled week should be for five days—<u>Monday</u> through <u>Friday</u> of following week.</i></p> 	
Maintenance Supervisor	<ol style="list-style-type: none"> Review Preliminary Weekly Work Schedule for reasonableness. 	
Maintenance Scheduler Maintenance Supervisor Operations–Maintenance Coordinator	<ol style="list-style-type: none"> Hold Weekly Scheduling Meeting each Thursday afternoon to define the following week’s work. <p><i>Note: The Maintenance Supervisor and Maintenance Scheduler should resolve resource and balancing issues, as far as possible, before the Weekly Scheduling Meeting.</i></p> 	Weekly Scheduling Meeting Agenda Resource Availability Schedule Resource Coordination

Responsibility	Activity	Reference
Maintenance Scheduler	<ol style="list-style-type: none"> 1. After the Weekly Scheduling Meeting, update final Weekly Work Schedule based on input from Weekly Scheduling Meeting, resolving any scheduling conflicts as needed. 2. Distribute final Weekly Work Schedule. This schedule is developed as one schedule but must be sorted by areas or departments, and by mechanical or electrical work. 3. Assign work plans to Maintenance Supervisor for all scheduled work. 	Sample Weekly Work Schedule