



ME123

Computerized Maintenance Management Systems Made Easy

Course Introduction:

This course is intended to show a strategy in implementation a Computer Maintenance Management System for the participants looking for ways to evolve and computerized their management system.

The training program provides attendees with an insight of what might be the present state of organization within their Maintenance Department. Then give them an opportunity to see what is available through implementing a Computer Maintenance Management System to reach for the desired level of organization and to review the tools it will take in closing the gap.

The course will provides attendees with the methods; process and techniques used in Computer Maintenance Management Systems needed for achieving and sustaining a successful implementation of a system within their Maintenance Departments. During the course, attendees will have the opportunity to review an "Interactive Computer Maintenance Planning and Management Systems" and using laptop computers to join in a practical session.

Course Objectives:

Upon successful completion of this course, the delegates will be able to:

- Understand the other systems used by your organization with which the CMMS will have to interface such as financial and geospatial systems and ensure that this interface can be easily managed. Users and managers of these systems, including the IT group, should be involved in developing the CMMS
- Make sure that the data from the existing system can be easily and accurately transferred
- Look for full support from the vendor during installation and testing
- Ensure training of the organization's staff in both operating the system and how to maximize the benefit of the information within the system
- Impart a clear understanding of what the system can and cannot do as well as annual maintenance and upgrade costs

Who Should Attend?

This course is designed for anyone who is concerned with implementing, optimizing or simply understanding a computerized maintenance management system as a way to improve maintenance efficiencies. this course is a must for anyone who is involved in maintenance, planning, scheduling or operations at facilities or plants, including plant engineers, industrial & manufacturing engineers, operations managers, maintenance managers & supervisors, purchasing managers, inventory related managers, engineering technicians, maintenance planners, maintenance schedulers and anyone interested in maintenance management.

Course Outline:

Day 1:

- Introduction to Maintenance Management
- Overview of CMMS
- Computerized Maintenance Management System (CMMS)
- CMMS Modules
- Equipment management
- Preventive maintenance (PM)
- Labor
- Planning/scheduling
- Vendor
- Inventory control
- Purchasing
- Budgeting
- Additional features
- Emerging technologies
- Machine Replacement Analysis
- Economic life of a new machine
- Existing machine's economic life
- ISO/QS Compliance Case Study
- Spare Parts Inventory Management
- Mobile Technology Case Studies

Day 2:

- Using Mobile Handheld Units in Conjunction with CMMS
- How to Successfully Justify a Computerized Maintenance System
- Roadblocks to CMMS Acquisition
- Step-by-Step Process
- Form a team
- Identify problems with present system
- Determine objectives, features, and benefits
- Financial Analysis
- Savings
- Cost estimates
- Set up Key Performance Indicators (KPIs)

- How to Specify, Evaluate, and Select a CMMS
- In-House Development
- Purchase Ready-Made Software
- Step-by-Step Process
- Form a team
- Establish a team
- Determine the objectives
- Identify the hardware alternatives

Day 3:

- Develop the system specifications
- Conduct preliminary screening
- Further evaluation
- Compile, Compare, and Select
- System Specifications Example
- Introduction and instructions to suppliers
- Customer profile
- Corporate profile
- General questions
- Costing and pricing
- System functional specification
- System Specifications Example
- Functional location or hierarchy of equipment
- Equipment specifications and parts lists
- Work requests, work orders
- Work order planning
- Preventive maintenance (PM) routes
- History
- Central functions
- Overall system functionality

Day 4:

- CMMS Vendor Comparison
- Company—package-price
- Integration
- Basic capabilities
- Work order scheduling
- Work order control
- Inventory control and purchasing

- Preventive and condition-based maintenance I
- Preventive and condition-based maintenance II
- Equipment history
- Advanced functions and displays I
- Advanced functions and displays II
- How to Implement a CMMS
- Why So Many CMMS Projects Fail
- Step-By-Step Process for Implementing a CMMS Project
- Form a team
- Management commitment
- Prepare for change
- Order software/hardware
- Define scope of project

Day 5:

- Planning
- Training
- Installation and configuration
- Data gathering
- Data entry
- Follow up/monitoring
- Case Study: CMMS Implementation
- How to Audit/Optimize Your CMMS
- How to Use This Audit
- Audit Results
- CMMS Survey
- Computerized Maintenance Management System and
- Total Productive Maintenance
- How to Turn Maintenance into a Profit Center
- The Maintenance Image
- Cost Center versus Profit Center Approach
- How to Turn Maintenance into a Profit Center
- How can a CMMS help?
- Profit-Driven Maintenance (PDM)

Course Certificate:

International Center for Training & Development (ICTD) will award an internationally recognized certificate(s) for each delegate on completion of training.

Course Methodology:

A variety of methodologies will be used during the course that includes:

- (30%) Based on Case Studies
- (30%) Techniques
- (30%) Role Play
- (10%) Concepts
- Pre-test and Post-test
- Variety of Learning Methods
- Lectures
- Case Studies and Self Questionnaires
- Group Work
- Discussion
- Presentation

Course Fees:

To be advised as per the course location. This rate includes participant's manual, Hand-outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Course Timings:

Daily Course Timings:

08:00 - 08:20	Morning Coffee / Tea
08:20 - 10:00	First Session
10:00 - 10:20	Coffee / Tea / Snacks
10:20 - 12:20	Second Session
12:20 - 13:30	Lunch Break & Prayer Break
13:30 - 15:00	Last Session