

Houston Business Roundtable
ADVANCED PLANNING WORKSHOP

Tuesday – March 30, 2010

Morning: 7:30 a.m. - 11:30 a.m. **OR** Afternoon: 12:00 p.m. - 4:00 p.m.
HBR Office (8031 Airport Blvd Suite 118)

This workshop is designed to enhance the skills and practices of an experienced planner. This workshop will provide the participants with the opportunity to work in a team environment to collaborate on the development of job plans.

The teams will be divided by craft discipline: mechanical, instrument/electrical and rotating equipment. Each team will be provided job planning scenarios to develop. The scenarios are derived from real work that you could expect to see in your workplace.

Each team will present the plans they have developed for review and critique to the class. The plans will include a jobsite verification, a detailed task list that includes the information required to create a schedule, a list of materials tools and equipment. Once critiqued by the class the plans will be documented in a standard job plan format. The standard job plan format provides a library of plans that may be utilized on similar jobs at your work site. The workshops are designed to provide a standard approach to planning and to improve the accuracy of the job planning process.

As a prerequisite to this class, the attendees should have a basic understanding of the planning process. This includes:

- Understanding the basic role and responsibility of the planner
- Have utilized basic planning methods on the job
- Knowledge of planning concepts
- Knowledge of Critical Path Methodology
- Minimum of six months in the role of maintenance planner

The workshop is four hours in duration, you may choose the class that best fits your needs. A library (standard job plans) developed and critiqued at the workshops will be available to the participants of the workshop.

If you have a particular job scenario that you would like to have developed in the workshop please contact me with the details at buddyjacks@msn.com

The Instructor

W.G. (Buddy) Jacks, A hands-on maintenance professional with over 40 years' experience in maintenance planning, scheduling and plant turnarounds. Buddy's experiences include the responsibility for planning and scheduling for a site, the implementation of numerous turnarounds with durations that ranged from days to months with multi-million dollar budgets. He has a broad exposure to various operating environments; Chemical Plants, Refineries, Power Generation, Mining Operations to Operating facilities with 10 to 15 craftsmen.

As a Planning and Scheduling Site Leader he was responsible for the development and implementation of a planning and scheduling work process for a world scale Chemical Plants with over 2,000 craftsmen and annual Maintenance Budget in excess 300mm dollars. Responsibilities included developing and delivering the training required for implementation of a site wide planning work process.

Over the past for 14 years as a training consultant he has successfully utilized two or three day basic planner workshop to successfully train maintenance planners in the fundamentals of maintenance planning and scheduling. He has trained planners in all sectors of the industry.

ADVANCED MAINTENANCE PLANNER TRAINING WORKSHOP REGISTRATION

_____ Morning: 7:30 a.m. - 11:30 a.m.

OR

_____ Afternoon: 12:00 p.m. - 4:00 p.m.

March 30, 2010

HBR Office

**Fee: \$295 – Members
\$395 – Non-Member**

**Registration Due by
March 19th**

Fax reservation to 713-645-2812 or Email msaulter@houbtr.com

Name _____

Company _____

Telephone _____

Address _____

E-mail _____

Mail Check to: Houston Business Roundtable 8031 Airport Blvd. Ste 118 Houston, TX 77061

Bill Us (HBR Members
Only)

Charge Credit Card

Acct # _____

Exp. _____

We accept VISA/MasterCard/American Express/Discover Only

Maximum Seating Limited to First 15 registrants

*To cancel a reservation, please contact HBR no later than March 19th or you
will be charged for the workshop.*