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COURSE BROCHURE

Maintenance Planner Job Estimating and Work Package Training Course

8 – 12 August 2027
Kuala Lumpur

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Registered in the United Kingdom and Saudi Arabia

Maintenance Planner Job Estimating and Work Package Training Course

Ref: 1639_60061 **Date:** 8 – 12 August 2027 **Location:** Kuala Lumpur **Fees:** 4900 GBP

Maintenance Planner Job Estimating and Work Package is a 1-week training course for maintenance planners, schedulers and supervisors who turn work requests into estimated, ready-to-run jobs, producing a planned job package and the weekly schedule it feeds. Technicians lose hours each shift waiting for parts, permits and drawings that a sound package would have supplied. Jupiter Prime Training runs this course to sharpen how planners estimate labour and materials and assemble jobs that crews can start immediately.

Why Maintenance Planner Job Estimating and Work Package Matters Now

Three forces push planning quality up the agenda: craft hours that are scarcer and dearer, stores teams pressed to cut inventory, and supervisors expected to hit schedule compliance every week. Accurate estimates and complete packages raise wrench time and keep promises to operations; vague estimates and missing parts fill the backlog with half-done jobs. The course rests on planning principles such as separating planning from scheduling, estimating from standard job plans, and the work order life cycle, each applied with clear job-ready criteria.

Who Gains Most from Maintenance Planner Job Estimating and Work Package

- Planners responsible for scoping work orders and building job packages
- Schedulers who load estimated jobs onto weekly crew capacity
- Supervisors who receive packages and direct technicians in the field
- Stores coordinators who kit and stage materials for planned jobs
- Senior technicians moving into planning roles

A maintenance area gains most when its planner, scheduler and supervisor attend together and agree what a job-ready package must contain.

Maintenance Planner Job Estimating and Work Package Capabilities

Participants practise each step from a vague work request to a kitted, estimated job that a crew can start without a second trip to stores.

- Specify job scope from a field visit and work request — planner and requester
- Calculate craft hours and crew size from job steps — schedule loading
- Build a bill of materials and kitting list — stores and technicians
- Assess job readiness against a package checklist — scheduling decisions
- Weigh backlog priority using criticality and age — supervisors and operations
- Design a weekly schedule from ready backlog and crew capacity — weekly coordination meeting

Key Maintenance Planner Job Estimating and Work Package Terms

- Job package — the set of instructions, drawings, permits, parts list and safety notes a crew needs to complete a work order.
- Craft-hour estimate — the forecast of labour hours by trade needed to complete a planned job.
- Standard job plan — a reusable template of steps, hours and materials for recurring maintenance work.
- Kitting — gathering and staging all parts and consumables for a job before the crew starts.
- Ready backlog — planned jobs with parts, permits and estimates in place, waiting only for scheduling.
- Wrench time — the share of a technician's shift spent directly working on equipment.

Maintenance Planner Job Estimating and Work Package Day by Day

Day 1: The Planner's Role in Productive Maintenance

- Planning and Scheduling Separation — Defining Planner and Scheduler Duties
- Wrench Time Sampling — Revealing Delays Planning Can Remove
- Work Order Life Cycle — Tracking Requests From Approval to Closure
- Work Request Screening — Rejecting Duplicates and Unclear Requests
- Planning Horizon Setting — Deciding How Far Ahead to Plan

Day 2: Scoping and Estimating Jobs

- Field Scoping Visits — Confirming Access, Isolation and Job Boundaries
- Job Step Breakdown — Sequencing Tasks for Accurate Estimates
- Craft-Hour Estimating Methods — Using History, Comparison and Standard Times
- Standard Job Plan Library — Reusing Proven Estimates for Recurring Work
- Estimate Feedback Loop — Comparing Actual Hours With Planned Hours

Day 3: Materials, Permits and the Job Package

- Bill of Materials Preparation — Listing Parts by Stock Code
- Kitting and Staging Practice — Avoiding Mid-Job Trips to Stores
- Permit and Isolation Requirements — Building Safety Steps Into Packages
- Drawings, Procedures and Tools Lists — Completing Technical References
- Job-Ready Checklist — Confirming a Package Before Scheduling

Day 4: Backlog and Weekly Scheduling

- Backlog Measurement in Crew-Weeks — Judging Whether Staffing Matches Workload
- Priority Ranking Matrix — Ordering Work by Criticality and Age
- Weekly Crew Capacity Calculation — Setting Available Hours by Trade
- Schedule Loading and Levelling — Filling Capacity Without Overload
- Weekly Coordination Meeting — Agreeing Equipment Access With Operations

Day 5: Practising the Planned Job Package and Weekly Schedule

- Case Work Request Scoping — Applying Field Visit and Step Breakdown
- Estimate Build for a Pump Overhaul — Applying Craft-Hour Methods
- Package Assembly Against the Checklist — Applying Job-Ready Criteria
- Backlog Ranking Exercise — Applying the Priority Matrix
- Planned Job Package and Weekly Schedule — Presenting a Loaded Crew Week

Applying Maintenance Planner Job Estimating and Work Package After the Course

- Apply the job-ready checklist to the next ten packages and record which items were missing.
- Compare planned and actual craft hours on closed jobs for one month and adjust standard job plans.

Maintenance Planner Job Estimating and Work Package Questions FAQ

What is maintenance planner job estimating and work package, and why does it matter now?

It is the planner's craft of estimating labour and materials and assembling complete job packages. It matters now because scarce craft hours are wasted when crews wait for parts, permits or instructions.

Which roles gain most from maintenance planner job estimating and work package?

Maintenance planners, schedulers, supervisors and stores coordinators gain most. Examples come from chemical plants and airport facilities, so you can relate each method to your own work orders.

How does maintenance planner job estimating and work package differ from a planning office setup course?

It concentrates on the individual planner's estimating and packaging work. Planning office courses focus on department structure, roles and processes rather than building the job package itself.

What do you bring back from maintenance planner job estimating and work package?

You bring back a planned job package and a weekly schedule built from a case backlog, plus a job-ready checklist to use at your site.

Maintenance Planner Job Estimating and Work Package: The Way Forward

The planned job package and weekly schedule show how an estimated, kitted job moves into a loaded crew week. Their first use is deciding which ready jobs enter next week's schedule. Planners and supervisors review them at the weekly coordination meeting, and after a month the estimates deserve comparison with actual hours, since that feedback sharpens every later package.