

# Delivering Change Through Knowledge Transfer.



## Shutdown Planning and Management Workshop



The Shutdown Planning and Management Workshop is a four day class that will define the purpose of and types of shutdowns and will introduce SAMI's ten step shutdown management process.

Workshop participants will learn:

- Shutdown scope development
- Shutdown roles and responsibilities
- Limits of authority and decision responsibility
- Shutdown budget development
- Planning process milestones
- Planning timeline for projects requiring long lead time, materials or services

The workshop will also highlight the factors effecting shutdown duration in addition to some specific shutdown and post shutdown management techniques.

### Who Should Attend:

- Plant & Maintenance Managers
- Maintenance Superintendents & Foremen
- Maintenance Craftsmen & Engineers
- Reliability Engineers
- Maintenance Planners and Schedulers
- Warehouse and Materials Managers
- Purchasing Managers and Buyers

### Participants Receive:

- Maintenance Shutdown Planning & Management Certificate of Completion
- Maintenance Shutdown Planning & Management Pocket Reference Manual
- A Maintenance Shutdown Planning & Management Workshop Manual
- A Maintenance Shutdown Planning and Management Best Practices Matrix

### Participants will Learn:

- Shutdown planning and management processes
- The 'must do' steps for an effective shutdown
- Roles and responsibilities that impact effective shutdowns
- A work identification process and prioritization that maximizes business performance
- To use a Work Breakout Structure and Critical Path to optimally schedule a shutdown
- To develop a detailed plan for the agreed shutdown scope of work
- A formal decision making process that enhances maintenance shutdown effectiveness
- To use effective project scheduling tools and processes
- To develop and implement shutdown reporting processes

### Workshop Trainer: James Davis, CMRP



As Managing Director SAMI Arabia, Jim is focused on developing and implementing Asset Management Strategies as a way of increasing Profitability through better Asset Utilization for clients in the Arabian Gulf Region. He is a Registered Professional Engineer and Certified Maintenance & Reliability Professional who has extensive Asset Management experience at the plant and corporate level. Workshop participants will benefit significantly from his knowledge and experience developed over a period of more than 30 years in the practice of Asset Management.

