



# PMTTP

Practical Management for Turnaround Professionals

www.pmttp.ca

## MASTERCLASS: SHUTDOWNS & TURNAROUNDS

### CONTACT TIME: 24 HOURS

#### DAY 1

##### Introduction to PMTP

- Introduction of Instructor and Participants
- Course Outline
- Review workbook and study guide *"Practical Management for Plant Turnarounds"*

#### 1. Turnaround Management Systems

- Define plant turnaround
- Define plant shutdown
- Define turnaround process
- Establish the plant turnaround framework

#### 2. Describing the Procedure

- Strategic Planning
- Detail Planning
- Organization
- Execution
- Close out
- **Exercise: worksheet with class interaction & case study**

#### 3. The Turnaround Team

- Develop the nine areas of responsibility
- List the common responsibilities
- Detail each area of responsibility
- **Exercise: worksheet within small group & case study**

#### 4. Workscope Generation

- Areas that contribute to the work list
- Develop the master work list
- Determine the shutdown driver
- Set the work list cut-off date
- Additional work approval methods
- Build a comprehensive work package
- **Exercise: worksheet with class interaction & case study**

#### DAY 2

##### Participant Question and Answer Forum<sup>NEW!</sup>

#### 5. Work Scope Support System

- List the eight required work scope support systems
- Develop the support plan work packages
- Understanding the criticality of the support plan and project controls
- **Exercise: worksheet within small group**

#### 6. Operations Plan

- Establish the main components of the plan
- Define the major tasks of the Operations Plan
- Develop logistical detail for the 25 major steps
- **Exercise: class interaction to provide level of plan preparedness**

#### 7. <sup>NEW!</sup> Workscope Support Systems Example Presentation

- Quality Systems
- Facilities Management
- Health, Safety, and Environment Management

#### 8. Contractor Management Plan

- Classification of contractors
- Manage the bid stage and award
- Effective mobilization
- Efficient demobilization

#### 9. Transition Points, Efficiency and Momentum

- Understand the transition points
- Remove or reduce transition points
- How to determine efficiency
- Identify turnaround momentum de-motivators
- **Exercise: worksheet within small group & case study**

#### DAY 3

#### 10. Contractor Momentum

- Establish critical path momentum
- How to motivate the contractor
- Understand the 'S' curve
- **Exercise: worksheet within large group & case study**

#### 11. Critical Path Management

- Define critical path management
- Identify what the causes for failure are
- Critical path recovery
- **Exercise: worksheet simple calculation & case study**

#### 12. Turnaround Readiness, Review Audits and Feedback Loop

- Define the differences
- List the critical audits
- Identify when to complete the critical audits
- **Exercise: List the typical audits and feedback loops**

#### 13. Quick Action Work Packages

- Define the quick action work package: Emergent Work
- Select the quick action work package team
- State a quick action work package procedure
- **Exercise: worksheet with class interaction**

#### 14. Turnaround Management Task Checklist (TASC©)

- What is the Turnaround Management System checklist
- Lessons learned checklist development techniques
- **Exercise: Review of Category 6: Typical Contractor Questions**

#### 15. Course Evaluations and Presentation of Certificates

COURSE TIME: 8:00 AM - 4:30 PM