

# Agenda for Weekly Operation And Maintenance Scheduling Meeting

1. Planner shares the preliminary schedule for next week's work.
  - Resource availability
  - Work Orders by Type (Demand)
    - PM's
    - CM's
    - Carry-Over Work
    - Project Work
  
2. Operations should share changes to production downtime windows.
  - Change overs / Change outs
  - Underutilized times
  - Special testing
  - Downtime due to staffing, trainings or meetings
  - Priority of work they choose
  
3. Discuss the conflicts and opportunities to minimize equipment downtime and maximize capacity.
  - Move timing to match production windows
  - Ensure resources match timing
  - Discuss overtime opportunities, if required.
  - Discuss use of contractors, if required.
  
4. Summarize
  - Schedule changes to match production windows
  - Ensure resources match new schedules.
  - List those items which need approvals.
  - Develop action plan to expedite critical jobs that are currently delayed due to parts, engineering, and budget.
  - Discuss overtime opportunities if required.