



MAINTENANCE MANAGEMENT PROFESSIONAL (MMP) EDUCATION and CERTIFICATION PROGRAM

Developed and authorized by the Plant Engineering and Maintenance Association of Canada, the Maintenance Management Professional certificate program is designed for individuals who are:

- already in maintenance management or supervisory positions and are seeking formal training,
- aspiring to management positions in the maintenance field,
- seeking full maintenance accreditation, or
- seeking focused training in selected areas.

The MMP program is recognized by **Alberta Blue Seal**. The program also provides CEUs for members of Alberta Waste and Wastewater Operators Association as follows:

TOTAL Certification Program : 12.0 CEUs

Individual Modules: Module 1 - 0.8 CEU Modules 2 through 8 - 1.6 CEU (each)

Please contact the Continuing Education Department of Bow Valley College with any queries or to register: 403.410.1587. Please also visit: www.bowvalleycollege.ca/conted

The following are descriptions of the eight MMP Education and Certification Program Modules. Modules 1-7 do not need to be completed in the order in which they are listed. Dates are subject to change.

Module 1 Maintenance Management Skills and Techniques

Module 1 introduces the basic concepts of physical asset management and the latest developments and trends in effective maintenance practices. This course provides the basic understanding of the strategic approach to achieving Maintenance Excellence. (15h)

Fees: \$395 + learning materials

Module 2 Production and Operations Management for the Maintenance Manager

This module links maintenance strategies with those of production and operations. Topics include an overview of planning and scheduling methods, inventory control, production management principles, quality control methods, and Lean improvement concepts such as TPM in a maintenance environment. Module 2 also provides an understanding of benchmarking and decision-making strategies for maintenance management. (30h)

Fees: \$795 + learning materials

Module 3 Human Resource Management for the Maintenance Manager

This module looks at how human resources practices relate to the maintenance environment. Topics covered include the role of human resources in maintenance management, meeting legal requirements, recruitment and selection, orientation training and employee development, proper application of performance appraisals, the union management interface, managing change through effective leadership, and managing safety in the workplace. (30h)

Fees: \$795 + learning materials

Module 4 Financial Management for the Maintenance Manager

This module will focus on the application of accounting and finance principles as it pertains to the maintenance management role. The module will give you an understanding in the foundation principles of accounting and cover the four main pillars of accounting knowledge the maintenance manager needs to support a successful maintenance department. These four main pillars are: Project Analysis, Budgeting/Forecasting, Cost Analysis for Managerial Decisions, and MRO Inventory. (30h)

Fees: \$795 + learning materials

Module 5 Developing and Implementing Maintenance Tactics

This module focuses on maintenance efforts to ensure that physical assets safely, capably, reliably and repeatedly perform to their designed specifications. Focus is on techniques to develop maintenance tactics that will address how the assets are used, how they are likely to fail, the consequence of failure, and identifying maintenance tactics that are both feasible and worth doing. After developing tactics, the module will focus upon how tactics need to be implemented and their effectiveness tracked. Topics include failure mode and effect analysis and root cause failure analysis in addition to the RCM decision process. (30h)

Fees: \$795 + learning materials

Module 6 Maintenance Planning and Scheduling

Planning, scheduling and work coordination form the foundation to maintenance's ability to add value to the goods and/or services of their companies and customers. Effective planning and scheduling ensure that the right things are done at the right time using the right resources and the right tools in an effort to enhance process reliability while minimizing interruptions to production processes and/or services. This module provides a study of the fundamental principles of the planning and scheduling process in addition to the basics of planning, scheduling and work coordination methods. Upon completion of this module, participants will have a sound understanding of planning and scheduling tools and how to apply them to effectively transition from reactive to proactive maintenance and physical asset management. Key learning elements include effective use of resources, aligning maintenance activities with production or service schedules, developing and documenting maintenance strategies and integrating proactive maintenance tactics. (30h)

Fees: \$795 + learning materials

Module 7 Computerized Maintenance Management Systems

Module 7 is a study of the features, benefits and the effective use of a CMMS or EAM computerized maintenance work management process. Topics include selection, implementation and optimization of a suitable computerized maintenance management system (CMMS) or Enterprise Asset Management system (EAM) in addition to ongoing support and upgrading of a CMMS/EAM based on changing requirements. (30h)

Fees: \$795 + learning materials

Module 8 Capstone Course

Through the application of the key learning elements from the previous 7 MMP modules students apply the principles, latest concepts and techniques to a final project. Working in small groups or teams, students will select a project that will audit, assess and improve their current maintenance departments or develop a new maintenance strategy in their company or resolve a significant maintenance issue within their departments. There is also the option of developing a "Greenfield" maintenance strategy and program upon approval from the instructor. If the prerequisite of all previous modules are completed, the assessment of the Capstone projects qualifies students for their MMP certification and designation. (30h)

Fees: \$795 + learning materials