PREPARE A DETAILED JOB PLAN

What is it?

A method of describing in detail what steps need to be done and the order to do them in so that a specific task can be completed in the most efficient manner possible.

Why use it?

A properly prepared, detailed job plan will anticipate all discernible delays in an effort to maximize the most efficient use of the craftperson's time. This will eliminate most non value-added effort when completing tasks.

What factors are critical for its success?

When a planner prepares a detailed job plan, the most important aspect of preparation is to visit the job site. It is essential to visualize the task being carried out and to examine the barriers that will need to be overcome or allowed for. Additionally, the planner needs to be able to make an educated analysis of the crafts that will be needed and man-hours necessary to complete the task.

How do you do it?

Step 1 Planner reviews work order and determines correct level of detail needed for task to be performed and tools needed for analysis. Tools may include a tape measure, camera, calipers, mirror, flashlight, and voice recorder.

Step 2 Planner visits job site and analyzes the anticipated steps necessary to complete the task.

Step 3 Planner determines which crafts will be involved in completing the task and how many man-hours will be needed.

Step 4 Planner determines if the job task will require special clearances or permits.

Step 5 Planner determines if special tools or equipment will be required.

Step 6 Planner determines what parts, if any, will be needed.

Step 7 Planner evaluates asset history to determine similar previous tasks.

Step 8 Planner utilizes the technicians to ensure steps are a viable job task method.

Step 9 Planner lists all steps necessary for completing the job task, including operations tasks and feedback entry by craft.

Step 10 Planner adds all estimated parts to asset BOM.

Step 11 Planner saves file either electronically or in paper format for future use and evaluation after task is complete.

Example

1	LOTO, DECONTAMINATE, DEPRESSURIZE, FILL AND DRAIN VESSEL	3.0	1	3.0	$25.00	$75.00	Operator Technician
2	REVIEW JOB PLAN, OBTAIN PERMITS, OPTAIN PARTS, OBTAIN TOOLS, TRAVEL TO SITE	0.3	3	0.9	$30.00	$27.00	Maintenance Mechanic
3	OPEN TOP AND SIDE MANWAYS	0.4	3	1.2	$30.00	$36.00	Maintenance Mechanic
4	BLIND/BLANK/MISALIGN PIPING TO PREPARE FOR VESSEL ENTRY	3.0	3	9.0	$30.00	$270.00	Maintenance Mechanic
5	SET UP COPUS BLOWER	0.3	1	0.3	$25.00	$7.50	Operator Technician
6	OBTAIN VESSEL ENTRY PERMIT	0.1	3	0.3	$30.00	$9.00	Maintenance Mechanic
7	CONDUCT INTERNAL VESSEL INSPECTION, ESTABLISH HOLE WATCH	2.0	2	4.0	$45.00	$180.00	Specialty Contractor
8	REMOVE BLINDS AND ALIGN PIPING, INSTALL NEW HARDWARE AND GASKETS, FOLLOW MANUFACTURER'S TORQUE SPECIFICATIONS	4.0	3		$30.00	$360.00	Maintenance Mechanic
9	RE-INSTALL MANWAY GASKETS AND CLOSE MANWAYS, FOLLOW MANUFACTURER'S TORQUE SPECIFICATIONS	1.0	3	3.0	$30.00	$90.00	Maintenance Mechanic
10	PRESSURE TEST/HYDRO TEST VESSEL PER BURKVILLE PROCEDURE	1.5	2	3.0	$25.00	$75.00	Operator Technician
11	DE-LOTO VESSEL AND ASSOCIATED PIPING	3.0	1	3.0	$25.00	$75.00	Operator Technician
12	CLEAN UP AREA, TURN TOOLS BACK IN, ENTER FEEDBACK AND COMPLETE WORK ORDER	0.5	1	0.5	$30.00	$15.00	Maintenance Mechanic