

**TRAINING TITLE**

**MAINTENANCE WORK ESTIMATION SKILLS**

**Training Duration**

**5 days**

**Training Venue and Dates**

<b>ME356</b>	<b>Maintenance Work Estimation Skills</b>	<b>5</b>	<b>22-26 Dec 2025</b>	<b>\$5,500</b>	<b>DUBAI, UAE</b>
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**In any of the 4 or 5-star hotels. The exact venue will be informed later.**

**Training Fees**

- **\$5,500 per participant for Public Training includes Materials/Handouts, tea/coffee breaks, refreshments & Lunch**

**Training Certificate**

**Define Management Consultancy & Training Certificate of course completion will be issued to all attendees.**

**TRAINING DESCRIPTION**

This course is designed to equip participants with the essential skills required to estimate maintenance work accurately and efficiently. It covers the processes involved in estimating the time, resources, and costs needed for maintenance tasks, with a focus on ensuring optimal planning and resource allocation. Participants will learn how to develop work orders, assess labor and material requirements, and apply best practices for cost estimation in maintenance activities. This course is ideal for maintenance managers, engineers, and technicians involved in scheduling and cost management of maintenance operations.

**TRAINING OBJECTIVES**

**By the end of this course, participants will be able to:**

- Understand the principles of work estimation for maintenance tasks.
- Learn how to assess labor, materials, and equipment requirements for maintenance jobs.
- Develop the ability to create accurate maintenance cost estimates.
- Gain skills in preparing detailed work orders and resource allocation plans.
- Learn how to manage and track maintenance costs effectively.
- Apply best practices for estimating work duration and setting realistic deadlines.

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- Understand the impact of accurate work estimation on maintenance performance and budget management.

### **WHO SHOULD ATTEND?**

- Maintenance managers, supervisors, and team leaders.
- Engineers and technicians responsible for estimating maintenance work.
- Professionals involved in planning and scheduling maintenance tasks.
- Cost estimators, project managers, and maintenance planners.

### **TRAINING METHODOLOGY**

A highly interactive combination of lectures and discussion sessions will be managed to maximize the amount and quality of information and knowledge transfer. The sessions will start by raising the most relevant questions and motivating everybody to find the right answers. You will also be encouraged to raise your own questions and to share in the development of the right answers using your own analysis and experiences. Tests of multiple-choice type will be made available on daily basis to examine the effectiveness of delivering the course.

Very useful Course Materials will be given.

- 30% Lectures
- 30% Workshops and work presentation
- 20% Group Work & Practical Exercises
- 20% Videos & General Discussions

### **COURSE PROGRAM:**

#### **Day 1: Introduction to Maintenance Work Estimation**

- Overview of maintenance work estimation and its importance in operational efficiency.
- The impact of accurate work estimation on maintenance planning, scheduling, and budget management.
- Understanding the types of maintenance: Preventive, corrective, and predictive maintenance.
- The components of a maintenance work estimate: Labor, materials, equipment, and overheads.
- The relationship between maintenance work estimation and overall asset management.

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## Day 2: Assessing Labor Requirements and Skills

- Estimating labor needs: Assessing the number of workers, their skills, and qualifications.
- Calculating man-hours for maintenance tasks based on complexity and task duration.
- Developing time estimates for routine and non-routine maintenance tasks.
- Best practices for defining labor resources in maintenance work estimation.
- Evaluating workforce productivity and considering downtime, shifts, and skill levels.

## Day 3: Estimating Material and Equipment Requirements

- Identifying materials and spare parts needed for maintenance activities.
- Estimating the quantity and cost of materials based on job requirements and historical data.
- Assessing the need for equipment and tools, and their associated costs.
- Managing inventory levels and ensuring the availability of materials and tools.
- Calculating consumables and other indirect costs related to maintenance activities.

## Day 4: Developing Cost Estimates and Work Orders

- Creating detailed cost estimates for maintenance tasks: Direct vs. indirect costs.
- Tools and software used for maintenance work estimation and cost tracking.
- Developing maintenance work orders and outlining scope, resources, and timelines.
- Key performance indicators (KPIs) for monitoring the accuracy of maintenance estimates.
- Methods for reviewing and updating work estimates as projects progress.

## Day 5: Optimizing Work Estimation and Managing Budgets

- Best practices for refining and optimizing maintenance work estimation processes.
- Reviewing past maintenance projects to improve future estimates.
- Managing maintenance budgets: Tracking actual costs vs. estimated costs.
- Techniques for handling discrepancies between estimated and actual costs.
- Continuous improvement in work estimation: Feedback loops, post-job analysis, and lessons learned.

**NOTE:**

**Pre-& Post Tests will be conducted.**

**Case Studies, Group Exercises, Group Discussions, Last Day reviews, and assessments will be carried out.**

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