CPMS Newsletter
"As the Wrench Turns"

## Great CPMS functions you've probably never used! Part 1

Sometimes when visiting plants for training and consulting we are asked if it's possible to add a new feature. But, in some cases, the requested enhancement is already in CPMS! In this issue we will highlight one of these functions in the hope that you can use it immediately. Over the next few months you will see step by step instructions on how to use some other exciting "new" functions.

INSIDE THIS ISSUE

If you had all of your Inventory entered but with no prices wouldn't that be similar to having work history but with no time or cost associated with any of the mechanics' assignments?
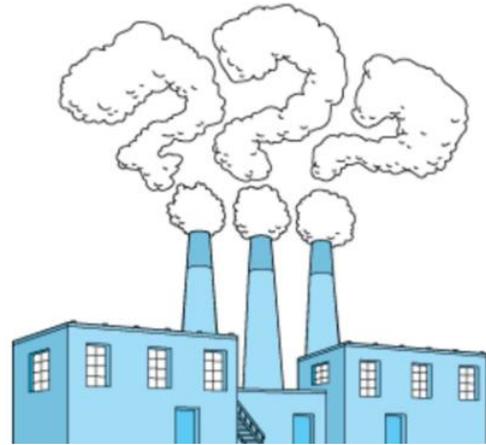
Even though CPMS provides excellent reports about "where all the money goes" many of our customers don't take advantage of them. Here are some examples of how customers are missing out on Maintenance costs.

- Maintenance is a "black hole" and parts are expensed as soon as they are received.
- When parts are used in the plant they are not charged to specific machines.
- Your management knows salaries and overhead but not the cost of work performed by each mechanic or charged to each piece of equipment.
- When mechanics perform PM's, Work Orders, or Equipment Failure repair, the time may be entered but not the cost.

"We don't have the resources to enter the time and cost for all the work the mechanics do." You don't have to! As you will see in the following example, CPMS does most of the data entry for you.

PM and Work Order utilities

Work Load Balancing

CPMS allows you to easily track the time and cost for all the work performed in your plant and charge it to each piece of equipment. In order to track this valuable data you only need to:

- Enter the hourly wage for each mechanic in the employee table. Alternatively, enter an average hourly rate or a fictious rate like $20. Don't leave it blank. You can always adjust numbers for reports using the actual rate. This will provide good equipment comparison data for repair or replace decisions.
- When building the Master Schedule or entering Work Orders and Equipment Failures, always enter good time estimates (or actuals) for the associated work performed. In the case of PM Work Cards you already have the time and cost for every PM task in the Master Schedule.

Now you are ready to run the Work Load Balancing utility which will answer the question: "Have I spread the workload evenly across my mechanics?" Not all mechanics should have the same amount of work because of the type of PM they are doing but you should be able to explain the differences. The spreadsheet will also show you where PM frequencies are lumped together. For example, a mechanic may have too many monthly PM's to perform in the same week.
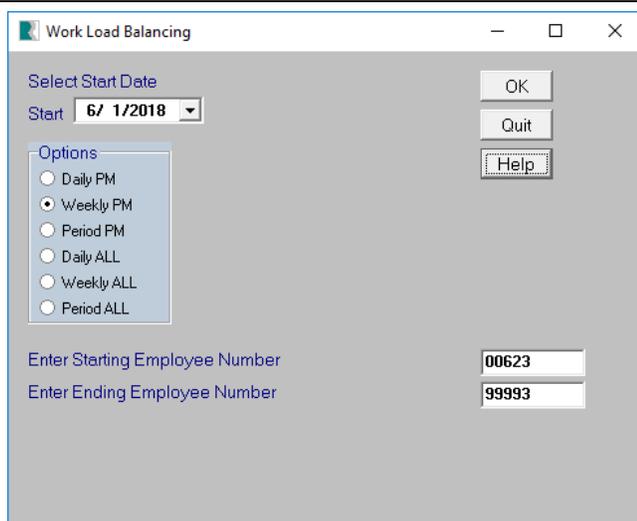
The Work Load Balancing utility will let you know if your crew size matches the amount of work assigned to them for any period of time.

Work Load Balancing

Start Date is: 06/01/18   **Weekly PM**

Nbr	Name	1	2	3	4	5	6	7	8	9	10	11	12	13	Total
00623	MAZZEI	11	12	13.2	11.4	11	12	13.4	11.7	11	12	13.1	11.4	11	**154.2**
01176	QUEZON	19.4	18.4	18	21	17.8	18	17.7	21.6	18.3	17.6	17.7	23.2	17.8	**246.5**
01180	KEMPIS	12.8	16	13.9	14	12.5	15.3	14.4	13.4	12.8	15.3	13.9	13.9	13	**181.2**
01210	DOWNES	18.5	13.4	18.2	20.5	17.2	13.4	18.2	19.2	17.8	13.4	19.2	20.5	17.2	**226.7**
01236	FROEBOL	23.3	20.8	24.1	20.4	21.9	21	24.4	20.6	22.5	20.8	25	20.4	22.2	**287.4**
01290	LEAKEY	19.1	23.3	26.3	19	18.1	23	25.6	18.2	19.8	23.2	25.4	17.9	17.4	**276.3**
01311	OLIVER	20	15.6	25	16.1	20	18.2	26.1	15.4	20.3	15.6	25.1	14.7	21.4	**253.5**
01312	ERICSON	14.8	11.9	12.1	17.4	15.1	12.3	12.5	15.9	15.1	11.6	13.1	18.2	14.8	**184.8**
01314	ANDRADAE	12.2	10.3	12.7	12.9	11.4	10.6	12.7	12.1	11.6	10.3	12.7	11.9	11.2	**152.6**
01367	IRVING	11.3	11.4	10.2	13.7	9.8	10.3	13.2	13.2	10.7	11.2	9.9	13.9	10.5	**149.3**
01395	JOHNSON	13	14.3	13.9	10	14.2	14.5	15.1	9.6	13	14.3	14.6	10.6	16.2	**173.3**

Total Hours   175.4 167.4 187.6 176.4 169. 168.6 193.3 170.9 172.9 165.3 189.7 176.6 172.7

Work Load Balancing — □ ✕

Select Start Date
Start 6/ 1/2018 ▾

Options
○ Daily PM
◉ Weekly PM
○ Period PM
○ Daily ALL
○ Weekly ALL
○ Period ALL

OK
Quit
Help

Enter Starting Employee Number   00623
Enter Ending Employee Number   99993

In order to have the Work Load Balancing option provide you with meaningful results you need to enter the estimated minutes for each entry in the Master Schedule. As the mechanics perform their tasks and you get "real times" you should correct your estimates accordingly.

In order to validate your Master Schedule you should generate a temporary schedule for a three month period in the future that does not conflict with actual task assignments. We recommend for thirteen weeks (three months) so that you can see the weekly work load for your crew. In this example the schedule was generated from 6/1 to 8/31. (Don't forget to delete the temporary schedule after performing your analysis.)

At most plants the mechanics should not have more than twenty hours of PM tasks. In this example the mechanics have between 10 and 25 hours of PM a week. Using the reference balloons on the spreadsheet on the previous page:

1. Mazzei has 11 hours of PM in week 1.
2. Mazzei's total for 13 weeks is 154.2 hours or and average of 14 hours a week.
3. For week 1, the total hours is 175.4 or an average of 16 hours per mechanic.

This is real data from a real plant. You can run this in a week where you have work orders and equipment failure entries to see the total amount of work for each mechanic.

When you enter time estimates in the Master Schedule it should be "hands on" time at the equipment. And, if the Work Planner can identify parts needed when adding Work Orders this can make a big difference on how long the Work Order will take. Likewise, the mechanic needs to know if there are any special tools needed for the Work Order repair.

After including meal and break times, along with travel time to/from the equipment and the parts room, a good mechanic may only have three hours of hands on equipment time in a day.

Some plants enter the estimated PM time in the Master Schedule as when the mechanic arrives at the equipment until he leaves.

Why should you run the Work Load Balancing option?

- After building your Master Schedule, you need to see if the amount of work assigned each week matches your crew size.
- You want to have most of a mechanic's time devoted to PM but not more than 20 hours a week. This is after you have a good handle on Work Orders and Equipment Failures.
- You may have unintentionally given some mechanics a lot more work than others.

Other great functions featured in upcoming newsletters

- Have you ever wished you could use an old/closed Work Order where a major repair was done, see all the parts that were used, and with one click use it again? You can!
- After setting up your parts room, or even after using CPMS for a number of years, how accurate are your min/max levels? We will walk you through the Recalculate Min/Max Levels utility so you can see where you may be over/under stocking your parts.
- When you remove a piece of equipment did you know there is a report which shows all the parts used on that equipment but not on any others? This is very helpful if you want to free up some shelves/bins in your stock room.
- How would you go about rebuilding all of the Equipment Failure descriptions which you see in a popup window when adding equipment breakdown?
- Have you used the Self Audit utility to locate errors and help you make a good CPMS data base into a great data base?
- The PDF button on the Master Schedule screen form allows you to include portions of manuals when printing work cards.
- Are you familiar with the Work Card Planner function shown below? If the work week is coming to an end, and one mechanic has a number of open Work Orders, you can easily see one or more mechanics that can do a few of them.

And the Winner is...

No one sent in the right answer to our last CPMS Quiz. The question was: It is the first day of the work card week and the PM Planner was out of the office last week and the PM schedule was not generated. How would you print a report showing the PM's that were missed last week?

And the answer is: Print, Standard Reports, Master Schedule, where the Last Date Scheduled + Frequency is less than today. For example, if the Last Done date for a monthly PM was 2/7/18, then Due Next is 3/7/18, and today is 3/14/18, then the PM is behind schedule. When printing the standard report for the Master Schedule, in the Selection box you would have: (SC_LAST + SC_FREQ) < "3/14/18".

CPMS Quiz

For $100
Using the Work Card Planner utility, list <u>all</u> the steps you would take to assign a Work Order from one mechanic to another mechanic.

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