

30-Day Quick Start

You finished the book. Here is what to do Monday morning.

Companion to: *Fix the System*, Chapter 28. **Who uses it:** the maintenance manager or supervisor who just finished the book and wants a clear starting point. **When to use:** once, at the beginning. Then follow the playbook's 90-day roadmap.

Step 1 — Identify Your Level (Day 1)

Answer honestly. Pick the one that fits today, not the one you are working toward.

Level 1 — Reactive: Reactive work above 30%. PM compliance below 70%. Backlog unmeasured or unknown. The schedule is directional at best.

Level 2 — Preventive: PM compliance 70-85%. Reactive work 15-30%. Schedule exists and is mostly followed. Backlog measured but not controlled.

Level 3 — Condition-Based: PM compliance above 85%. Reactive work below 15%. Backlog under 4 weeks. Starting to ask questions about CBM and MTTR.

My level today: Level 1 Level 2 Level 3

Step 2 — Pull Your Triggering Metric (Days 1-3)

One number. The one that is furthest from the benchmark for your level.

Metric	Where to Find It	Benchmark
PM compliance	CMMS WO completion report	>=85% (Level 2 entry)
Reactive work %	Hours on unplanned WOs / total hours	<30% (Level 2 entry)
Backlog	Open WOs x avg completion time	<6 weeks (Level 2)
Schedule compliance	Scheduled WOs completed on day / total scheduled	>=75% (Level 2)
Repeat failure rate	WOs with same asset + same failure mode within 90 days	<5/month (Level 2)

My biggest gap: _____ **Current number:** _____ **Benchmark:**

Step 3 — Open the Right Playbook (Day 3-5)

Match your gap to the playbook. Start with one. Only one.

If your gap is...	Start with...	Chapter
PM compliance below 85%	Playbook 1: PM Compliance Recovery	Ch15
Repeat failures above 5/month	Playbook 2: Repeat Failure Investigation	Ch16
Backlog above 6 weeks	Playbook 3: Backlog Growth Control	Ch17
Reactive work above 30%	Playbook 4: Reactive Work Reduction	Ch18
Schedule compliance below 75%	Playbook 5: Schedule Compliance Improvement	Ch19
Inspection completion below 80%	Playbook 6: Inspection Compliance Recovery	Ch20
Parts delays on >10% of WOs	Playbook 7: Spare Parts Management	Ch21
MTBF <500h on critical assets	Playbook 8: Condition-Based Monitoring	Ch22
Availability below 95%	Playbook 9: Downtime Reduction	Ch23
MTTR above 4h on critical assets	Playbook 10: MTTR Reduction	Ch24

My playbook: _____

Step 4 — Week 1 Actions

- ☐ Read the playbook chapter in full
- ☐ Pull the data the playbook's trigger metric requires
- ☐ Identify the top 3 contributors to the gap (the data will show you)
- ☐ Download the companion worksheet from getov.xyz/toolkit
- ☐ Tell one person — your manager, a shift supervisor, a planner — what you are starting and why

Step 5 — Weeks 2-4

- ☐ Complete Part 1 of the companion worksheet (the audit / data collection step)
- ☐ Start the 90-day roadmap at Days 1-30
- ☐ Schedule a weekly 15-minute review of the triggering metric — same time, same format, every week
- ☐ Do not open a second playbook yet

The One Rule

Finish a playbook before you open the next one.

A plant that runs three playbooks simultaneously at 40% completion each will show less improvement at month 6 than a plant that runs one playbook at 90% completion. The sequence matters less than the finish. Finish.

When You Are Ready for the Next Playbook

The current playbook is done when: the triggering metric has held at or above target for 60 consecutive days, the corrective actions are embedded in daily practice (not being monitored as a special project), and the crew no longer needs to think about it.

Then open the next one.

From Fix the System by Ivan Getov. getov.xyz/toolkit/fix-the-system/ch28/30-day-quick-start. Free. No email required.