

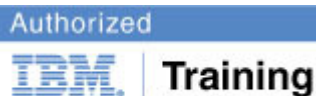
## Training Syllabus

---

### Work Management in IBM Maximo 6 for Enterprise Asset Management

*This three day course Work introduces attendees to the key applications and functions of Maximo 6. This course focuses on the setup, processing, and management of work management records and supporting maintenance activities. To provide a context for learning IBM Maximo procedures and processes, scenarios are provided in which attendees are asked to assume changing roles while carrying out a wide variety of tasks related to the processing and managing of work through the work order lifecycle: generating, planning, scheduling, dispatching, and completing.*

1. Course Overview
  - Strategic Asset Management and Maintenance
  - Overview of Work Management in IBM Maximo 6 Enterprise Asset Management
2. Setting Up Database Records
  - Entering Assets and Asset Detail Records
  - Entering Planning Records
  - Entering Scheduled Maintenance Records
3. Work Management Overview
  - Work Order Generation
  - Planning
  - Scheduling Work Assignments
  - Dispatching and Executing Work Assignments
  - Completing Work
4. Introduction to Workflow





Upon completion of this course, students should be able to:

- Describe the basic components and functionality of Maximo
- Insert and build core data records into the system
- Generate work orders automatically and through manual input
- Create and modify work plans and job plans
- Schedule and assign craft and labor to work orders
- Issue materials
- Record labor and materials usage
- Report failure information
- Return materials
- Generate a follow-up work order
- Process a work order using Workflow

