

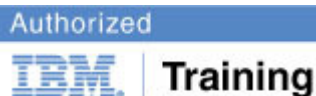
Training Syllabus

Managing Work with Maximo v. 5.2

This is a two-day class that provides an overview of Maximo's capabilities for managing the maintenance of an organization's assets. This includes setting up Maximo (building an equipment database) and then using Maximo to identify, plan and schedule the repairs and corrective maintenance for a facility. Intensive use of hands-on exercises using a fully populated Maximo installation will provide the student with practical experience.

Prerequisites for this class include: Previous Maximo 5 hands on experience or Managing Work course

- I. **Overview and Introductions**
 - A. **Projetechn / Instructor**
 - B. **Students**
 - C. **Maximo**
- II. **Work Order Applications**
 - A. **Work Order Tracking**
 - 1. Field definitions
 - 2. Screen navigation
 - 3. Querying (screen fields & wildcards)
 - 4. Printing (work orders & reports)
 - 5. Creating/Modifying work orders
 - 6. Capturing Work Order Time & Materials
 - B. **Work Requests**
 - 1. Querying
 - 2. Printing
 - 3. Creating/Modifying work orders
 - C. **Quick Reporting**
 - 1. Capturing actuals (labor, materials & tool usage)
 - 2. Completing/Closing work orders
 - D. **Labor Reporting**
 - 1. Capture time by labor record
 - 2. View daily actual hours by labor record



III. Equipment applications

A. Equipment screen

1. Field definitions
2. Screen navigation
3. Viewing equipment hierarchy
4. Querying
5. Reports
6. Creating/Modifying equipment records
7. Moving equipment from one location to another

B. Locations

1. Field definitions
2. Screen navigation
3. Viewing location hierarchy
4. Querying
5. Reports
6. Creating/Modifying location records/hierarchies

IV. Job Plans

1. Job plans screen
 - a) Field definitions
 - b) Querying
 - c) Creating/Modifying job plan records

V. Preventive Maintenance

A. Field definitions

B. Querying

C. Creating PM schedules

1. Assigning equipment or locations to schedule
2. Setting up frequency (time based)
3. Job plan sequencing (“nest” multiple job plans, edit PM counter in order to force job plan out of sequence)

VI. Labor

A. Labor & Craft screens

1. View/Create/Modify labor records
2. View/Create/Modify contractor records
3. View/Create/Modify craft records

B. Labor Groups

