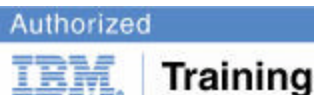


Training Syllabus

Managing Work with Maximo v. 4.1

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.

- A. Overview and expected outcomes
- B. Work Order Applications
 - 1. Work Order Tracking
 - a) Field definitions
 - b) Screen navigation
 - c) Querying (directly in fields & using wildcards)
 - d) Printing (work orders & reports)
 - e) Creating/Modifying work orders
 - Changing status of work order
 - Capturing actuals (labor, materials & tool usage)
 - 2. Work requests
 - a) Querying
 - b) Printing
 - c) Creating/Modifying work orders
 - 3. Quick reporting
 - a) Capturing actuals (labor, materials & tool usage)
 - b) Completing/Closing work orders



C. Equipment applications

1. Equipment screen

- a) Field definitions
- b) Screen navigation
- c) Viewing equipment hierarchy
- d) Querying
- e) Reports
- f) Creating/Modifying equipment records
- g) Moving equipment from one location to another

2. Operating locations

- a) Field definitions
- b) Screen navigation
- c) Viewing location hierarchy
- d) Querying
- e) Reports
- f) Creating/Modifying location records/hierarchies

D. Job Plans

1. Job plans screen

- a) Field definitions
- b) Querying
- c) Creating/Modifying job plan records



E. Preventive Maintenance

1. Preventive maintenance screen

- a) Field definitions
- b) Querying
- c) Creating PM schedules
 - Assigning equipment or locations to schedule
 - Setting up frequency
 - Job plan sequencing (“nest” multiple job plans, edit PM counter in order to force job plan out of sequence)

F. Labor

1. Labor/Craft screens

- a) View/Create/Modify labor records
- b) View/Create/Modify contractor records
- c) View/Create/Modify craft records

2. Labor reporting

- a) Capture time by labor record
- b) View daily actual hours by labor record

