CONCRETE TICKETS

Lesson Plan - April 12, 2023 version

By the end of the *Concrete Tickets* lessom, the client and targeted users will be able to perform all the configurations and operations linked to managing concrete tickets in **maestro***.

Unit CONCRETE01 - Preliminary Analysis and Configuration

Date: Time: Trainer:

Objective	Content	Conduct	Time	Learning Equipment	Targeted Audience
The objective of this lesson is to clarify the needs, requirements, and conditions to using concrete tickets and set up the basic configurations linked to using this module in **maestro***. *PREREQUISITES* • *Accounts Receivable;* • *Catalogue Management;* • *Project Management;* • *Security Management.*	• Analysis; • Configurations (**Concrete Management** module).	• Discussion on the current and future processes to manage concrete tickets (strengths and weaknesses); • Setting up and explaining the necessary basic configurations during implementation; • Validation of the import protocol; • Decision-making. *HOMEWORK* • *Reflect on the discussions.*	30 min.	• Training document CONCRETE01	Pilot

Unit CONCRETE02 - Necessary Configurations to Manage Concrete Tickets

Date: Time: Trainer:

Objective	Content	Conduct	Time	Learning Equipment	Targeted Audience
By the end of this training session, the client and designated users will be able to perform the configurations of the necessary elements to manage concrete tickets in **maestro***.	• Define Usages (optional); • Truck Management (optional); • Define Source Pricing (optional); • Catalogue Management; • Project Management; • Web Server Management (*Marcotte*); • *Marcotte* Data Import to *Excel* (if *Marcotte* is used).	• Explaining and completing the windows in **maestro*** that are linked to managing concrete tickets, according to the client's needs and system requirements, to automate data entry. *HOMEWORK* • *Finalize data entry.*	30 min.	• Training document CONCRETE02	Pilot and/ou super users

Unit CONCRETE03 - Operations 101

Date: Time: Trainer:

Objective	Content	Conduct	Time	Learning Equipment	Targeted Audience
By the end of this training session, the client and designated users will be able to perform the operations linked to the process of managing concrete tickets in **maestro***.	• Ticket Management; • Advanced Ticket Validation and Inquiry; • Advanced Concrete Ticket Invoicing; • Cost Transfer from Tickets; • Inventory Adjustments (optional).	• Review of previous concepts and validation of completed tasks as homework; • User training according to the process established at the time of the analysis; • Demonstrate the different options and methods to process tickets (internal - receivables - payables). *HOMEWORK* • *Practice entering transactions.*	2h	• Integrated Tests • Training document CONCRETE03	Pilot and/or super users

Unit CONCRETE04 - Operational Training on Concrete Tickets

Optional Session - Training of the client's employees with the implementation specialist

Date: Time: Trainer:

Objective	Content	Conduct	Time	Learning Equipment	Targeted Audience
By the end of this training session, users will be able to perform the different operations linked to managing concrete tickets in **maestro***.	- Ticket Management; - Advanced Ticket Validation and Inquiry; - Advanced Concrete Ticket Invoicing; - Cost Transfer from Tickets; - Inventory Adjustment (optional).	- Review of previous concepts and validation of completed tasks as homework; - User training according to the process established at the time of the analysis; - Demonstrate the different options and methods to process tickets (internal - receivables - payables). *HOMEWORK* *Practice entering transactions.*	2h	Training document CONCRETE03	Pilot Super user and/or users

Unit CONCRETE05 - Analysis and Inquiry

Date: Time: Trainer:

Objective	Content	Conduct	Time	Learning Equipment	Targeted Audience
By the end of this training session, the client and identified users will be able to use **maestro*** analysis, inquiry, and report tools to find the information they need to manage concrete tickets.	• Ticket List; • Pivotal Sales Analysis; • Product Sales Analysis; • Delivery Report; • Lien Analysis; • Customer Inquiry; • Catalogue Inquiry; • Supplier Inquiry; • Project Inquiry.	• Review of previous concepts and validation of completed tasks as homework; • Validate concrete ticket reports and inquiries. *HOMEWORK* • *Validate data entered in* ***maestro****.	1h		Pilot Super user and/or users

Unit CONCRETE06 - Form Validation

Date: Time: Trainer:

Objective	Content	Conduct	Time	Learning Equipment	Targeted Audience
By the end of this lesson the client will be able to use the standard **maestro*** forms defined to meet their needs.	• Invoice Form.	• Review of previous concepts and validation of completed tasks as homework; • Adjust standard **maestro*** invoice forms to print preconfigured forms with the client's logo. *HOMEWORK* • *Validate the accuracy of the forms.*	To be Determined		Pilot

Unit CONCRETE07 - Tests and Validation

Date: Time: Trainer:

Objective	Content	Conduct	Time	Learning Equipment	Targeted Audience
By the end of this lesson, the client and designated users will have carried out the tests and verifications to validate the configurations made beforehand, and will be able to attest to the adequacy of these configurations with the established processes.	• Ticket Import; • Ticket Invoicing - Concrete; • Cost Transfer from Tickets.	• Review of previous concepts and validation of completed tasks as homework; • Test Assistance; • Transaction Validations. • Validation of reports and inquiry; • Review of configurations, if needed; • Review of the processes, if needed. *HOMEWORK* • *Complete Integrated Tests.*	1,75h		Pilot Users

Unit CONCRETE08 - Conclusion

Date: Time: Trainer:

Objective	Content	Conduct	Time	Learning Equipment	Targeted Audience
By the end of this session, the client will have shown they possess the necessary skills to manage concrete tickets in **maestro***.	• Validate learnings; • Review the security settings applied to the module.	• Preparation of the next training session: • Concrete quotations.	15 min.		Pilot