

QUARRY QUOTATIONS

Lesson Plan - June 9, 2023 version

By the end of the *Quarry Quotations* course, the client and targeted users will be able to perform all configurations and actions necessary to managing quarry quotations in **maestro***.

Unit QUARQUOT01 - Preliminary Analysis and Configuration

Date:

Time:

Trainer:

Objective	Content	Conduct	Time	Learning Equipment	Targeted Audience
<p>The objective of this session is to clarify the needs and requirements to using quarry quotations and perform the basic configurations linked to these in maestro*.</p> <p><i>PREREQUISITES</i></p> <ul style="list-style-type: none"> • Security Management; • Project Management; • Customer Discounts Table; • Catalogue Management. <p><i>OPTIONAL PREREQUISITES</i></p> <ul style="list-style-type: none"> • Quarry Tickets. 	<ul style="list-style-type: none"> • Analysis; • Configuration (Quarry Quotation module): <ul style="list-style-type: none"> • General. 	<ul style="list-style-type: none"> • Discuss the current and future process to managing quarry quotations (strengths and weaknesses); • Set up the required configurations for the implementation; • Decision-making. <p><i>HOMEWORK</i></p> <ul style="list-style-type: none"> • Reflect on the discussions. 	0.25h	<ul style="list-style-type: none"> • Training document QUARQUOT01 	Pilot

Unit QUARQUOT02 - Configurations Linked to Quarry Quotations

Date:

Time:

Trainer:

Objective	Content	Conduct	Time	Learning Equipment	Targeted Audience
<p>By the end of this training session, the clients and designated users will be able to define and set the necessary parameters to managing quarry quotations in maestro*.</p>	<ul style="list-style-type: none"> Carrier; Form Management. 	<ul style="list-style-type: none"> Review previous concepts and validate tasks completed as homework; Explanations and completion of the windows, in maestro*, linked to quarry quotations, according to the client's needs and software requirements, to automate data entry. <p><i>HOMEWORK</i></p> <ul style="list-style-type: none"> <i>Finalize data entry.</i> 	<p>30 min.</p>	<ul style="list-style-type: none"> Training document QUARQUOT02 	<p>Pilot and/ou super users</p>

Unit QUARQUOT03 - Quarry Quotation 101

Date:

Time:

Trainer:

Objective	Content	Conduct	Time	Learning Equipment	Targeted Audience
<p>By the end of this training session, the client and designated users will be able to perform the operations linked to processing and managing quarry tickets in maestro*.</p>	<ul style="list-style-type: none"> • Update configurations according to decisions made; • Quarry Quotations. 	<ul style="list-style-type: none"> • Review previous concepts and validate tasks completed as homework; • User training according to the process established at the time of the analysis; • Demonstration of the different options and methods to manage quarry quotations in maestro*. <p><i>HOMEWORK</i></p> <ul style="list-style-type: none"> • <i>Practice entering transactions.</i> 	<p>1h</p>	<ul style="list-style-type: none"> • Training document QUARQUOT03 	<p>Pilot and/or super users</p>

Unit QUARQUOT04 - Operation Training on Quarry Quotations

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, the client and designated users will be able to perform the operations linked to processing and managing quarry tickets in maestro* .	<ul style="list-style-type: none"> Update configurations according to decisions made; Quarry Quotations. 	<ul style="list-style-type: none"> Review previous concepts and validate tasks completed as homework; User training according to the process established at the time of the analysis; Demonstration of the different options and methods to manage quarry quotations in maestro*. <p><i>HOMEWORK</i></p> <ul style="list-style-type: none"> <i>Practice entering transactions.</i> 	1h	<ul style="list-style-type: none"> Training document QUARQUOT03 	Pilot Super user and/or users

Unit QUARQUOT05 - Analysis and Inquiry

Date:

Time:

Trainer:

Objective	Content	Conduct	Time	Learning Equipment	Targeted Audience
<p>By the end of this training session, the client and identified users will be able to use the maestro* analysis and reports tools to find the information they need to manage quarry quotations.</p>	<ul style="list-style-type: none"> Customer Statements by Quotations (after the billing of tickets). 	<ul style="list-style-type: none"> Review previous concepts and validate tasks completed as homework; Validate quarry quotation reports and inquiries. <p><i>HOMEWORK</i></p> <ul style="list-style-type: none"> Validate data entered in maestro*. 	<p>30 min.</p>		<p>Pilot</p> <p>Super user and/or users</p>

Unit QUARQUOT06 - Form Validation

Date:

Time:

Trainer:

Objective	Content	Conduct	Time	Learning Equipment	Targeted Audience
<p>By the end of this lesson the client will be able to use the standard maestro* forms defined to meet their needs.</p>	<ul style="list-style-type: none"> Quarry Quotations Form; Customer Statements by Quotation. 	<ul style="list-style-type: none"> Review previous concepts and validate tasks completed as homework; Adjust standard quarry quotation maestro* forms to print preset forms in the client's image. <p><i>HOMEWORK</i></p> <ul style="list-style-type: none"> <i>Validate the accuracy of the forms.</i> 	<p>To be Determined</p>		<p>Pilot</p>

Unit QUARQUOT07 - Tests and Validation

Date:

Time:

Trainer:

Objective	Content	Conduct	Time	Learning Equipment	Targeted Audience
<p>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.</p>	<ul style="list-style-type: none"> Customer Discounts Table. 	<ul style="list-style-type: none"> Review previous concepts and validate tasks completed as homework; Assist with tests; Validate transactions; Validate reports and inquiries; Review configurations, if needed; Review processes, if needed. <p><i>HOMEWORK</i></p> <ul style="list-style-type: none"> Complete Integrated Tests. 	<p>30 min.</p>		<p>Pilot Users</p>

Unit QUARQUOT08 - 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 knowledge and skills to using and managing quarry quotations in maestro* .	<ul style="list-style-type: none">• Validate learnings;• Review the security settings applied to the module.	<ul style="list-style-type: none">• Prepare the next training lessons:<ul style="list-style-type: none">• Quarry Quotations.	0.25h	Acquired knowledge verification form.	Pilot