INSPECTIONS

Lesson Plan - April 18, 2023 version

By the end of the *Inspections* course, the client and targetted users will be able to use the **maestro*** functionalities to help them perform, document, and manage inspections.

Unit INSPEC01 - Preliminary Analysis

Date: Time: Trainer:

Objective	Content	Conduct	Time	Learning Equipment	Targeted Audience
By the end of this training session, the user will be able to understand the possibilities the functionalities linked to inspections in **maestro*** offers. They will be able to integrate them to their workflows and operations. PREREQUISITES • *Security;* • *Document Management.* *OPTIONAL PREREQUISITES* • *Project Management;* • *Equipment Management;* • *Call Managament;* • *Mobile.*	• Analysis.	• Discussion on the current and future inspection management process (strengths and weaknesses); • Decision-making. *HOMEWORK* • *Reflect on the discussions.*	15 min.		Pilot

Unit INSPEC02 - Necessary Settings for Inspections

Date: Time: Trainer:

Objective	Content	Conduct	Time	Learning Equipment	Targeted Audience
By the end of this training session, the user will be able to set up the necessary configurations to using the **maestro*** inspections functionality.	• Measurement Type Management; • Inspection Type Management.	• Review previous notions and homework; • Explanations and completion of the different inspection management windows, according to the client's needs and software requirements, to automate data entry. *HOMEWORK* • *Finalize data entry.*	30 min.	• Training document INSPEC02[1]	Pilot and/or Super User

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[1]This training document is under development.

Unit INSPEC03 - Inspections 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 set up and user the inspection functionalities and processes.	• Update settings according to the decisions that were made; • Inspection Management.	• Review of previous concepts and validation of completed tasks as homework; • User training according to the process established at the time of the analysis. • Demonstration of the different options and ways to manage and complete inspections with **maestro***. *HOMEWORK* • *Practice entering transactions.*	1h	• Training document INSPEC03[1]	Pilot and/or Super-Users

[1]This training document is under development.

Unit INSPEC04 - Operational Training on Inspections

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

Date: Time: Trainer:

Objective	Content	Conduct	Time	Learning Equipment	Targeted Audience
By this training session, the client and designated users will be able to set up and use the inspection functionalities and processes.	- Update settings according to the decisions that were made; - Inspection Management.	- Review of previous concepts and validation of completed tasks as homework; - User training according to the process established at the time of the analysis; - Demonstration of the different options and ways to manage and complete inspections with **maestro***.. *HOMEWORK* *Practice entering transactions.*	1h	Training document INSPEC03[1]	Pilot Users Super-Users

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[1]This training document is under development.

Unit INSPEC05 - Analysis and Inquiry

Date: Time: Trainer:

Objective	Content	Conduct	Time	Learning Equipment	Targeted Audience
By the end of this training sesion, the client and identified users will be able to use the **maestro*** analysis and inquiry tools to find the information they need to manage inspections.	• Inspection Management	• Review of previous concepts and validation of completed tasks as homework; • Validate inspection reports and inquiries. *HOMEWORK* • *Validate data entered in* **maestro***.	30min.		Pilot Super user and/or users

Unit INSPEC06 - Form Validation

Date: Time: Trainer:

Objective	Content	Conduct	Time	Learning Equipment	Targeted Audience
By the end of this training session the client will be able to use the standard **maestro*** forms set up to meet their needs.	• Inspection form.	• Review of previous concepts and validation of completed tasks as homework; • Validation and definition of the changes that must be made to the inspection forms, if necessary. *HOMEWORK* • *Validate the accuracy of the forms.*	To be Determined		Pilot

Unit INSPEC07 - 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.	• Inspection Management.	• Review of previous concepts and validation of completed tasks as homework; • Assistance with tests; • Validation of transactions; • Validation of reports and inquiries; • Review settings, if needed; • Review processes, if needed. *HOMEWORK* • *Complete integrated tests.*	30 min.		Pilot Users

Unit INSPEC08 - Conclusion

Date: Time: Trainer:

Objective	Content	Conduct	Time	Learning Equipment	Targeted Audience
By the end of this training session, the client will have shown the possess the necessary knowledge and skills to use and manage inspections in **maestro***.	• Validate learnings; • Review the security settings applied to the module.	• Prepare the next training session according to the established plan.	15 min.	Acquired competencies form - INSPEC[1]	Pilot

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[1]This training document is under development.