

PROJECT DISPATCH

Last modification: November 13, 2025

Lesson Plan

By the end of the *Project Dispatch* lesson, the client and designated users will be able to perform the necessary configurations and actions related to the project dispatch process in **maestro***.

Unit PROJDISP01 - Preliminary Analysis

Date:

Time:

Trainer:

Objective	Content	Conduct	Time	Learning Material	Targeted Audience
At the end of this session, the client and designated users will be able to operate maestro* at the project dispatch level. <i>PREREQUISITES</i> • <i>Project Management</i> • <i>Security Management</i> • <i>Employee Management</i> • <i>Dispatch Model Management</i> <i>OPTIONAL PREREQUISITES</i> • <i>Equipment Management</i> • <i>Contact Management</i>	• Analysis	• Discussion of the current and future process (strengths and weaknesses) • Decision-making <i>HOMEWORK</i> • <i>Reflect on discussions</i>	30 min		Pilot

Unit PROJDISP02 - Configurations - Project Dispatch

Date:

Time:

Trainer:

Objective	Content	Conduct	Time	Learning Material	Targeted Audience
At the end of this session, the client and designated users will be able to define and configure the various elements required prior to project dispatch.	- Dispatch Model Management - Dispatch Project Management - Define Non-Availability Types - Define Work Schedules - Define Dispatch Types - Project Operations Calendar - Define Project Types	- Review of previous concepts and validation of homework assignments - Explanation and completion of the various management screens, based on client needs and system requirements, with the goal of automating data entry <i>HOMEWORK</i> <i>Finalize databases</i>	2 h 30 min		Pilot and/or Super Users

Unit PROJDISP03 - Operations - Project Dispatch

Date:

Time:

Trainer:

Objective	Content	Conduct	Time	Learning Material	Targeted Audience
At the end of this session, the client and designated users will be able to configure and use the different elements and processes of project dispatch.	- Update of configurations based on decisions made - Displays - Filters - Different dispatches - Import of hours from the dispatch into the Enter Hours option (optional)	- Review of previous concepts and validation of homework assignments - Filter Configuration - Configuration (configuration screen) - User training according to	3 h		Pilot and/or Super Users

Objective	Content	Conduct	Time	Learning Material	Targeted Audience
		the process established during the analysis • Demonstration of the different options and dispatch methods • Schedule sending <i>HOMEWORK</i> • Practice sending schedules and using different dispatches			

Unit PROJDISP04 - Operational Training - Project Dispatch

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

Date:

Time:

Trainer:

Objective	Content	Conduct	Time	Learning Material	Targeted Audience
At the end of this session, the client and designated users will be able to configure and use the various elements and processes of project dispatch.	• Update of configurations based on decisions made • Displays • Various dispatches • Import of hours from the dispatch into the Enter Hours option (optional)	• Review of previous concepts and validation of homework assignments • Filter Configuration • Configuration (configuration screen) • User training according to the process established during the analysis • Demonstration of the different options and dispatch methods • Schedule sending	3 h		Pilot Super Users Users

Objective	Content	Conduct	Time	Learning Material	Targeted Audience
		<i>HOMEWORK</i> Practice sending schedules and using different dispatches			

Unit PROJDISP05 - Analysis and Inquiry

Date:

Time:

Trainer:

Objective	Content	Conduct	Time	Learning Material	Targeted Audience
At the end of this session, designated users will be able to use maestro 's analysis and reporting tools to find the infor.	- Display Schedule for Employee - Print Schedule for Employee - Print Equipment's Schedule - Print Project's Schedule - List of labour Movement - Movement of Equipment - Dispatch module dashboard - Dispatches Inquiry	- Review of previous concepts and validation of homework assignments <i>HOMEWORK</i> - Define lists to support internal process requirements	1 h		Pilot Super Users Users

Unit PROJDISP06 - Form Validation

Date:

Time:

Trainer:

Objective	Content	Conduct	Time	Learning Material	Targeted Audience
N/A	N/A	N/A	N/A	N/A	Pilot

Unit PROJDISP07 - Tests and Validation

Date:

Time:

Trainer:

Objective	Content	Conduct	Time	Learning Material	Targeted Audience
At the end of this session, 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.	Project dispatch process	- Review of previous concepts and validation of homework assignments - Schedule sending - Client support during the testing phase - Review of configurations, if applicable - Process review, if applicable	2 h		Pilot Users

Unit PROJDISP08 - Conclusion

Date:

Time:

Trainer:

Objective	Content	Conduct	Time	Learning Material	Targeted Audience
At the end of this session, the client and designated users will have shown the necessary knowledge and skills to use project dispatch in maestro* .	- Learning validation - Security review	- Preparation for upcoming training sessions - Mobility - Project - Daily Entry	1 h	Acquired competencies form - PROJDISP	Pilot