

MAESTRO*MOBILE - PROJECT

Last modification: October 29, 2025

Lesson Plan

At the end of the *Mobility - Project* lesson, the client and designated users will be able to perform the necessary configurations and actions related to project mobility in **maestro***.

Unit PROJMOB01 - Preliminary Analysis and Configuration

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 mobility level. <i>PREREQUISITES</i> • <i>Project Management</i> • <i>Security Management</i> • <i>Employee Management</i> • <i>Daily Entry</i> <i>OPTIONAL PREREQUISITES</i> • <i>Project Dispatch</i> • <i>Contact Management</i>	• Analysis • Configuration (Communication)	• Discussion of the current and future process (strengths and weaknesses) • Explanation and completion of basic configurations for implementation • Decision-making <i>HOMEWORK</i> • <i>Reflect on discussions</i>	30 min		Pilot

Unit PROJMOB02 - Configurations - Project Mobility

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 for project mobility.	- Security Management - Employee Management - Contact Management (optional) - Dispatch Model Management - Dispatch Project Management - Define Project Types	- Review of previous concepts and validation homework assignments - Explanation and completion of various management screens based on client needs and system requirements, with the goal of automating data entry <i>HOMEWORK</i> - Finalize data entry.	1 h		Pilot and/or Super Users

Unit PROJMOB03 - Operations - Project Mobility

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 mobility.	- Update of the configurations according to the decisions made - Mobility navigation	- Review of previous concepts and validation of homework assignments - User training according to the process established at the time of analysis - Mobility data input	1 h 30 min	Mobility lesson plan	Pilot and/or Super Users

Objective	Content	Conduct	Time	Learning Material	Targeted Audience
		• Daily Entry • Stock Order from Catalogue • Enter a Requisition • Document management • Recommendations <i>HOMEWORK</i> • <i>Practice entering transactions.</i>			

Unit PROJMOB04 - Operational Training - Project Mobility

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 different elements and processes of project mobility.	• Update of the configurations according to the decisions made • Mobility navigation	• Review of previous concepts and validation of homework assignments • User training according to the process established at the time of analysis • Mobility data input ◦ Daily Entry ◦ Stock Order from Catalogue ◦ Enter a Requisition ◦ Document	1 h 30 min	Mobility lesson plan	Pilot and/or Super Users

Objective	Content	Conduct	Time	Learning Material	Targeted Audience
		- management - Recommendations <i>HOMEWORK</i> - Practice entering transactions.			

Unit PROJMOB05 - Analysis and Inquiry

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 use the analysis and reporting tools in maestro* to find the information they need regarding project mobility. .	Analyses and consultations Daily Entry mobility	- Review of previous concepts and validation of homework assignments - Consultation of worked hours - Consultation of project hours summary <i>HOMEWORK</i> - Validate data entries	30 min		Pilot Super Users Users

Unit PROJMOB06 - Form Validation

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 use the standard maestro* forms defined to meet their needs.	Daily Entry	- Review of previous concepts and validation of homework assignments - Validation and definition of changes to be made, if necessary, to the Daily Entry forms <i>HOMEWORK</i> <i>Validate forms</i>	To be determined		Pilot

Unit PROJMOB07 - Tests and Validation

Date:

Time:

Trainer:

Objective	Content	Conduct	Time	Learning Material	Targeted Audience
At the end of this session, 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.	The process of entering data into the Daily Entry Mobility	- Review of previous concepts and validation homework assignments - Client support during the testing phase - Transaction validation - Report and inquiry validation - Review of configurations, if applicable - Review of the process, if applicable <i>HOMEWORK</i>	4 X 1 h 30 min		Pilot Users

Objective	Content	Conduct	Time	Learning Material	Targeted Audience
		Complete the integrated tests			

Unit PROJMOB08 - 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 mobility in maestro* .	- Learning validation - Security review	- Preparation for upcoming training sessions maestro* Daily Entry	1 h	Acquired competencies form - PROJMOB	Pilot