

MAESTRO*MOBILE - TIME SHEETS

Last modification: octobre 29, 2025

Lesson Plan

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

Unit MOBTS01 - 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 time sheet mobility level. <i>PREREQUISITES</i> • <i>Project Management</i> • <i>Security Management</i> • <i>Employee Management</i> • <i>Time Sheets</i> <i>OPTIONAL PREREQUISITES</i> • <i>Human Resources</i>	• Analysis • Configurations (Time Management)	• 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 MOBTS02 - Configurations - Time Sheet 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 time sheet mobility.	• Security Management • Employee Teams (Time Management module) (optional) • Employee Teams (Projects module)	• Review of previous concepts and validation of 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> • <i>Finalize data entry</i>	30 min		Pilot and/or Super Users

Unit MOBTS03 - Operations - Time Sheet 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 time sheet mobility.	• Update of the configurations according to the decisions made • Mobility navigation • Time sheet approval (optional)	• Review of previous concepts and validation of homework assignments • User training according to the process established at the time of analysis • Mobility data input ◦ Time sheet ◦ Hour Inquiry	30 min		Pilot and/or Super Users

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

Unit MOBTS04 - Operational Training - Time Sheet 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 various elements and processes of time sheet mobility.	• Update of the configurations according to the decisions made • Mobility navigation • Time sheet approval (optional)	• Review of previous concepts and validation of homework assignments • User training according to the process established at the time of analysis • Mobility data input ◦ Time sheet ◦ Hour Inquiry <i>HOMEWORK</i> • Practice entering transactions	30 min		Pilot and/or Super Users

Unit MOBTS05 - 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 maestro* analysis and reporting tools to find the information they need regarding time sheet mobility.	Analysis and inquiry of the previous time sheets tab	- Review of previous concepts and validation of homework assignments - Inquiry of worked hours - Consultation of the previous time sheets tab	30 min		Pilot Super Users Users

Unit MOBTS06 - 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.	N/A	N/A	To be determined		Pilot

Unit MOBTS07 - 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.	- Time entry process - Time sheet approval process	- Review of previous concepts and validation of homework assignments - Client support during the testing phase - Return of mobility transaction validation - Report and inquiry validation - Review of configurations, if applicable - Review of the process, if applicable <i>HOMEWORK</i> <i>Complete the integrated tests</i>	4 X 1 h 30 min		Pilot Users

Unit MOBTS08 - 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 time sheet mobility in maestro* .	- Learning validation - Security review	Preparation for upcoming training sessions	15 min	Acquired competencies form - MOBTS	Pilot