

Training Title

**COMPUTERIZED MAINTENANCE MANAGEMENT SYSTEM (CMMS)
MAXIMO**

Training Duration

5 days

Training Dates & Venue

REF IC061	Computerized Maintenance Management System (CMMS) MAXIMO	5	22 – 26 September, 2019	\$4,250	Dubai, UAE
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Training will be held at any of the 5 star hotels. The exact venue will be informed once finalized.

Training Fees

- 4,250 US\$ per participant for Public Training includes Materials/Handouts, tea/coffee breaks, refreshments & Buffet Lunch

Training Certificate

Define Management Consultancy & Training Certificate of course completion will be issued to all attendees.

TRAINING OVERVIEW

TRAINING DESCRIPTION

A CMMS software package maintains a computer database of information about an organization’s maintenance operations, i.e. CMMIS – computerized maintenance management information system. This information is intended to help maintenance workers do their jobs more effectively (for example, determining which machines require maintenance and which storerooms contain the spare parts they need) and to help management make informed decisions (for example, calculating the cost of machine breakdown repair versus preventive maintenance for each machine, possibly leading to better allocation of resources). CMMS data may also be used to verify regulatory compliance.

CMMS packages may be used by any organization that must perform maintenance on equipment, assets and property. Some CMMS products focus on particular industry sectors (e.g. the maintenance of vehicle fleets or health care facilities). Other products aim to be more general.

Maximo Asset Management allows organizations to manage all types of assets for your enterprise – production, infrastructure, facilities, transportation and communications— across the entire asset lifecycle. This holistic approach allows you to see all of your assets, as well as identify all of the untapped potential within them

IBM Maximo Asset Management solutions give you a single point of control over all types of assets. Control assets such as production, infrastructure, facilities, transportation and communications

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TRAINING OBJECTIVES

After you attend that course you should do:

- Address all resources involved,
- Maintain maintenance inventory,
- Record and maintain work history,
- Include work tasks and frequencies,
- Accommodate all methods of work accomplishment,
- Effectively interface and communicate with related and supporting systems ranging from work generation through work performance and evaluation,
- Support each customer's mission,
- Ensure communication with each customer,
- Provide feedback information for analysis, and
- Reduce costs through effective maintenance planning.

The capabilities that may be included in a modern CMMS

- A. Operating Locations
- B. Equipment
- C. Resources
- D. Safety Plans
- E. Inventory Control
- F. Work Request
- G. Work Order Tracking
- H. Work Management
- I. Quick Reporting
- J. Preventive Maintenance
- K. Utilities
- L. Facility/Equipment History
- M. Purchasing
- N. Facilities Maintenance Contracts
- O. Key Performance Indicators(KPI)/Metrics
- P. Specialized Capabilities and Features

Maximo Asset Management includes six management modules in an enhanced service oriented architecture.

- Asset management – Achieve the control you need to more efficiently track and manage asset and location data throughout the asset lifecycle.
- Work management – Manage both planned and unplanned work activities, from initial request through completion and recording of actuals.
- Service management – Define service offerings, establish service level agreements (SLAs), more proactively monitor service level delivery and implement escalation procedures.
- Contract management – Gain complete support for purchase, lease, rental, warranty, labor rate, software, master, blanket and user-defined contracts.

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- Inventory management – Know the details of asset related inventory and its usage including what, when, where, how many and how valuable.
- Procurement management – Support all the phases of enterprise-wide procurement such as direct purchasing and inventory replenishment

WHO SHOULD ATTEND?

This course is intended for people who will be using Maximo on a day to day basis.

- ✓ Implementation Teams
- ✓ System administrators
- ✓ Support Teams
- ✓ Business Partners
- ✓ Asset Managers
- ✓ Maintenance Teams
- ✓ Procurement teams
- ✓ Store teams

TRAINING METHODOLOGY

A highly interactive combination of lectures and discussion sessions will be managed to maximize the amount and quality of information and knowledge transfer. The sessions will start by raising the most relevant questions, and motivate everybody find the right answers. The delegates will also be encouraged to raise their own questions and to share in the development of the right answers using their own analysis and experiences. Tests of multiple-choice type will be made available on daily basis to examine the effectiveness of delivering the course.

DAILY OUTLINE

Day1

Computerized Maintenance Management Systems (CMMS) and Enterprise Asset Management systems (EAM)

- CMMS/EAM Background and Definitions
- How a CMMS works
- Measuring how you measure up – best practices in CMMS
- What sort of benefits should you get from CMMS?
- How to derive the pay-back --- a general formula
- Where do the problems arise with CMMS
- Increasing Payback --- Specific examples

Day2

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Selection, implementation and optimization (CMMS) or (EAM) system:

The features, benefits and the effective use of a CMMS or EAM computerized maintenance work management process.

- Integrating the use of the CMMS with other departments
- Project planning and organization
- Implementing team development
- Assigning team roles and responsibilities
- Integrating the CMMS activities:
 - Financial
 - Work/job planning
 - Data collection
 - Preventive and predictive maintenance

Day3

A- Getting Started

Introduces a new user to the powerful features available in Maximo

Logging On

- User Name & Password
- Select a Language
- Browser Menus & Icons
- Menus & toolbars
- Maximo Navigation Bar

B- Asset Management

Track and manage assets

- Location and System hierarchy
- Location Hierarchy Overview
- Using Locations

Entering Locations

Entering Assets

- Lifecycle of Assets
- Asset Application
- Asset Sub-assemblies
- Associating Spare parts
- Rotating assets
- Non Rotating assets

Associating Assets and people

Move or Modify assets

C- Maximo Extracting and Using Data

Provides a user with information required to request data from the Maximo

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Database using the Query functionality

D- Finance Manager

Provides the information required to utilize the Financial Data management features in Maximo.

- Invoice Matching
- Definitions
- Invoice Application
- Invoice Types
- Invoice Statuses
- Approving Invoices
- GL Accounts
- Creating GL Account Components
- Transaction Process
- Tracking
- Financial Periods
- Creating Financial periods
- Companies
- Creating a Company or Vendor
- Adding to an Organisation
- Currency Codes & Exchange Rates
- Create a Currency Code
- Exchange Rate rules and logic

Day4

E- Inventory Management

Provides the information required to successfully help you to manage your inventory by tracking materials needed for your business functions such as operations, maintenance, and support

- Inventory Overview
- Tracking Material
- Relationships to other applications
- Inventory & PM's
- Just in Time
- Safety Stock
- Reorder Values
- Setting Up Inventories and Item
- Store rooms
- Item Master
- Creating an Item record
- Commodity Codes

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- Add items to Store rooms
- Add Vendors to Items
- Issues & transfers
- Reserved Items
- Returning items
- Transferring Items
- Stock Checking
- Item Availability
- Transactions
- Adjustments
- Balances
- Receiving Goods & services
- Re Ordering
- Rotating items

F- Purchasing Management

Provides the information required to demonstrate Maximo applications that revolve around the processes of material and service procurement

- Purchasing Overview
- Materials management
- Definitions
- Requisitions
- Purchase Requisition Application
- PR Lines
- PR status
- Purchase Order
- Create a PO
- PO Lines
- Create a PO from a PR
- Create a Change Order
- Complete a Receive
- Contract & Blanket Order
- Master Contract
- Create an Associated Contract
- Authorise sites for a Contract
- Blanket Agreements

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G- Maximo Reporting and Analysis

Provides a user with information required to successfully view and analyse historical and transactional data within specified parameters.

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H- Maximo Work Flow

Manage the movement of a record through a process from start to finish.

Day5

I- Work Management

Provides the information on the Maximo Work Order process for both time based and meter based maintenance, the course will familiarise you with how Maximo supports these maintenance transactions

- Work Order Overview
- Work Order Cycle
- Work requests
- Raising a Work request
- Approving a Work request
- PM Work Orders
- Generate Work Orders
- Time Based Work Orders
- Meter Based Work orders
- Condition Monitoring
- Routes
- Applying Routes

J- Better/Best Practices for MAXIMO

- Process and Organization
 - TIP OF THE DAY
 - Duplicate work orders
 - Error Checks
- WORK PRIORITIZATION
- FAILURE CODEs versus DOWNTIME reporting
- Deadline Priorities - for backlog prioritization
- Common CMMS Discoveries
- Common Data & Process Problems
- Roles and Responsibilities
- What does Success look like ?

NOTE:

Pre & Post Tests will be conducted

Case Studies, Group Exercises, Group Discussions, Last Day Review & Assessments will be carried out.

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P.O BOX 45304
ABU DHABI, U.A.E

T +971 2 6264455
F +971 2 6275344

www.definettraining.com