

<b>Work Management Program Lesson Plan</b>					
		Name:			
<i>Reference</i>	<i>Chap/Page/ Filename</i>	<i>Objective/Description</i>	<i>Plan Number</i>	<i>Date Complete</i>	<i>Grade</i>
Coursebook	<a href="#">Front</a>	Preface - Statement Explaining Scope and Objective of the Course	1		
Coursebook	<a href="#">Front</a>	About the Author - Learn the author's background	2		
Coursebook	<a href="#">Front</a>	Introduction - Where to get course materials and Lesson Plan	3		
Disk #1	<a href="#">WM_Develop.pdf</a>	Work Management Program Training & Development Phases Overview	4		
Disk #1	<a href="#">WM_Process.pdf</a>	Work Management Program Installation Phase Overview	5		
Coursebook	<a href="#">6-2</a>	Efficiency Spur to Trade	6		
Coursebook	<a href="#">6-4</a>	Unplanned Vs Planned Work Exercise	7		
Coursebook	<a href="#">6-5 to 6-11</a>	Role of the Planner - Learn about benefits/job description of planner	8		
Coursebook	<a href="#">6-11 to 6-13</a>	Productivity Components--Utilization, Methods & Performance	9		
Coursebook	<a href="#">6-14 to 6-16</a>	Using Your Skills - Productivity Rating of your department	10		
Coursebook	<a href="#">6-17 to 6-18</a>	What is Managing? How is the Work Order Used to Manage?	11		
Coursebook	<a href="#">6-19</a>	Establishing an Effective Priority System	12		
Coursebook	<a href="#">6-20 to 6-21</a>	Using the Job Plan to Manage Work	13		
Coursebook	<a href="#">6-22 to 6-24</a>	Using Your Skills - Prepare a Job Plan	14		
Coursebook	<a href="#">8-19</a>	What Are Time Standards? How are they set?	15		
Coursebook	<a href="#">8-20 to 8-29</a>	Using Time Standards to Develop Bench Marks	16		
EWM Text	Chapter 4	Methods-Time Measurement Defined	17		
EWM Text	Chapter 5	MTM Motion Reach and the MTM Data Card	18		
PI Folders	PI 10	Introduction to Programmed Instruction - How to use Pis	19		
PI Folders	PI 11	Method-Time Measurement Basic Motion Reach	20		
PI Folders	PI 21	MTM Basic Motion Move	21		
EWM Text	Chapter 6	Further Reading - Study of the Basic Motion Move	22		
PI Folders	PI 43	MTM Basic Motions Turn, Apply Pressure & Disengage	23		

EWM Text	Chapters 10 & 11	MTM Basic Motions Grasp and Release	24		
EWM Text	Chapter 12	MTM Basic Motion Position	25		
Lab Exercise	<a href="#">LE 1</a>	Using Your Skills - MTM Data Card Application	26		
EWM Text	Ch. 14, 15, & 16	MTM Eye & Body Motions and Combinations	27		
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Disk #1	<a href="#">WkMgtAdminSvc</a>	Work Measurement for Administrative, Service and Project Work	29		
PI Folders	PI 001	Introduction to Universal Maintenance Standards	30		
PI Folders	PI 002	Standard Data Coding - Learn how coding aids filing and retrieval	31		
PI Folders	PI 003	Units of Measure - Learn what the Time Measurement Unit (TMU) is	32		
PI Folders	PI 004	UMS Quiz - Measures UMS theory understanding	33		
Coursebook	<a href="#">8-20</a>	Summary of the UMS Building Blocks - the standard data approach	34		
Coursebook	<a href="#">Section 3</a>	Learn How to Use the Master Training Plan - Optional	35		
Train Folder	SkillTree Disk	Review Demo - How to Assess the Department Skills - Optional	36		
Train Folder	CBT CD	See Self-Paced Audio Visual Training Using CDs In Action - Optional	37		
Train Folder	Video	View a VHS Video of IT Training Materials - Optional	38		
Coursebook	<a href="#">8-27 &amp; 8-41</a>	The Building Blocks of UMS - How to Develop & Apply Bench Marks	39		
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Course book	<a href="#">8-43 &amp; 8-44</a>	Ex. 3 & 4. Test Your Bench Mark Development Skill	41		
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Basic Oper	Basic Oper Manual	Code 0002.00 Area Travel Familiarization Study	45		
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